

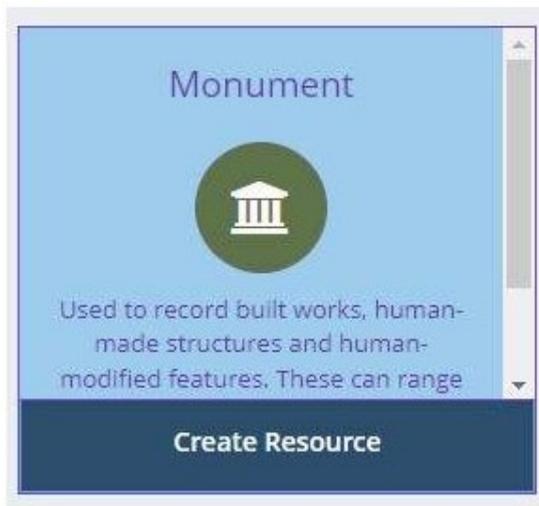


3: Monument, Organization, Period, Person, Place

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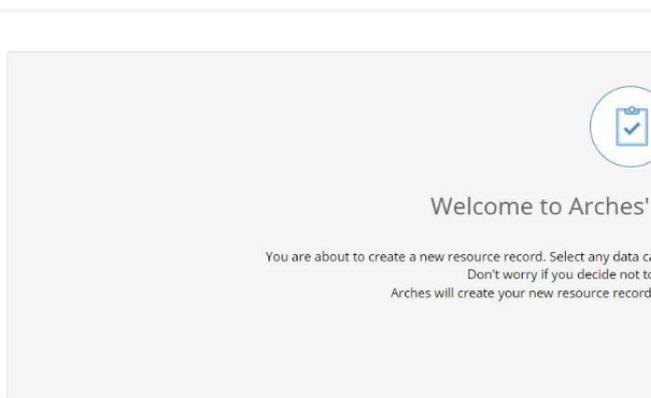
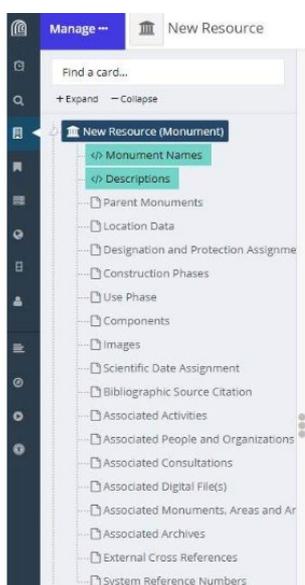
Monument



Used to record built works, human-made structures and human-modified features. These can range from a single post box to a palace complex.

Monument and Area are similar in what they can be used to record. Both can be used to record built works, human-made or modified structures and features. The use of Monument or Area is a question of granularity.

This should be used for more specific recording where more precise information is known about the Monument and its location and extent, or there is better understanding.



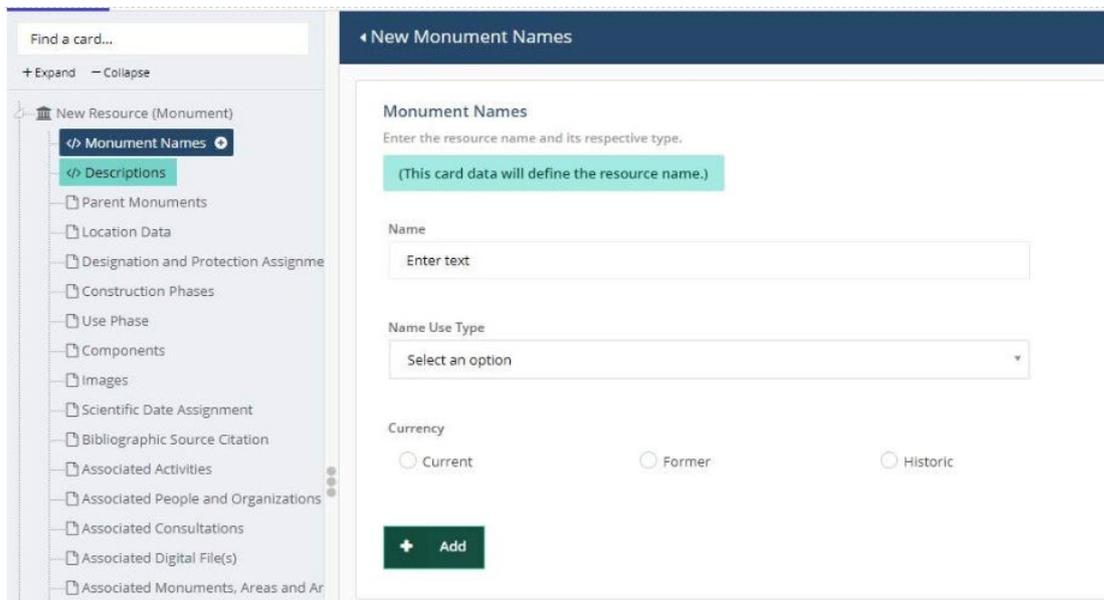
Monument Names

To assign a name to the activity, insert text in the **Name** node, then select the appropriate status (e.g. **Primary**) from the **Name Type** field's drop-down list.

Where possible it is recommended that the Monument name used is as descriptive as possible. This will aid identification of the Monument especially when creating associations with other Resources. For example, *Brighton Road [Former Cane Hill Hospital] Coulsdon Croydon CR5 3YL {Early Medieval Occupation}*.

The Currency node allows you to define a context for the Name and Type (e.g. *Current*)

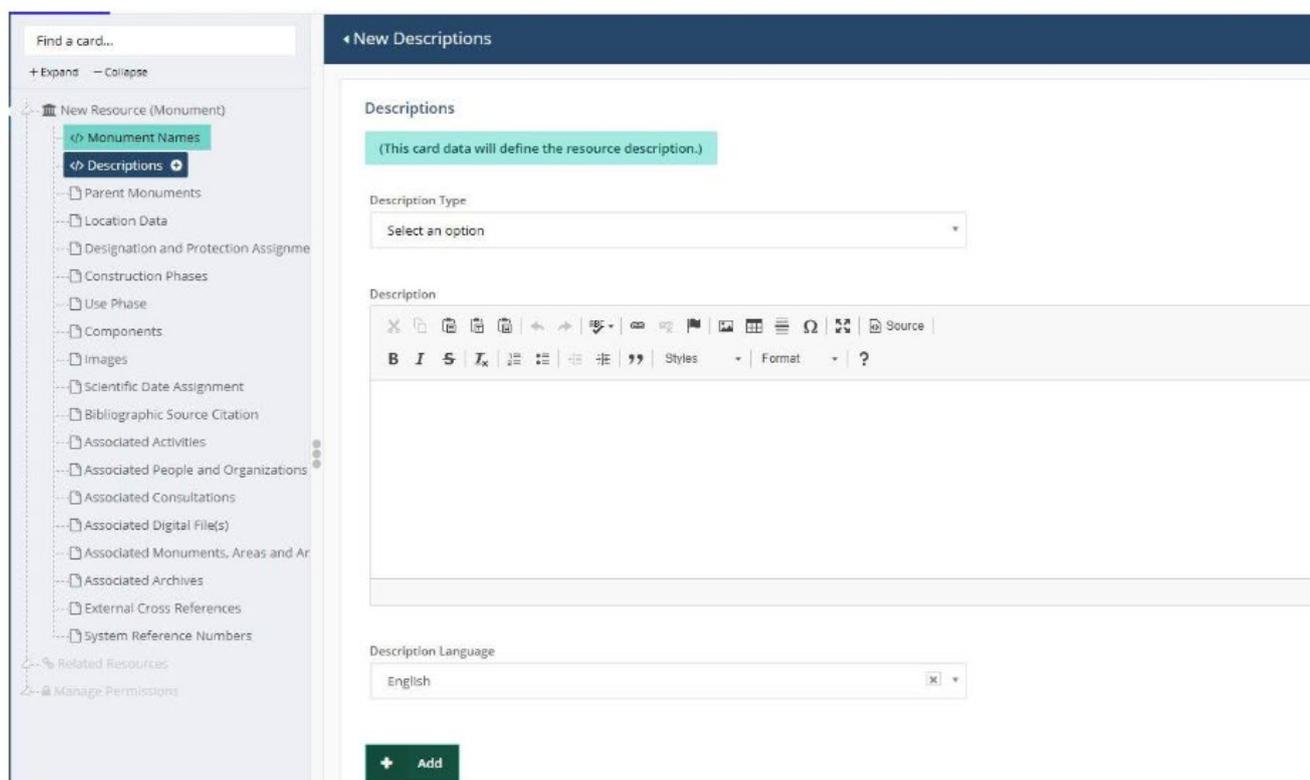
To add a further value, such as a Former, or Alternative name, re-select the Activity Names Facet from the left-hand column. The form will re-open to enable further data entry.



Descriptions

Select the **Descriptions** facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.

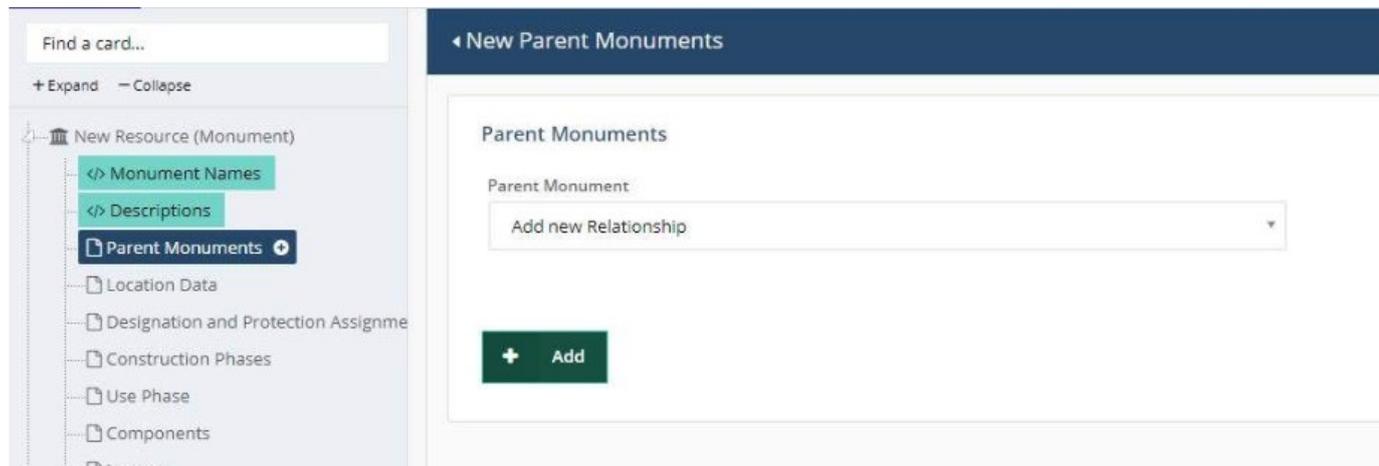
Insert free-text descriptive text into the **Description** field and select an appropriate **Type** (e.g. *Summary, Full, Notes* etc.) before selecting **Add**.



To add a further Description, re-select the **Descriptions** facet title from the tree view on the left of the screen to open a new, empty card.

Parent Monuments

Where a Monument forms part of a larger site of complex, this association can be expressed as a parent/child relationship. This card facilitates the assignment of this relationship with another Monument.



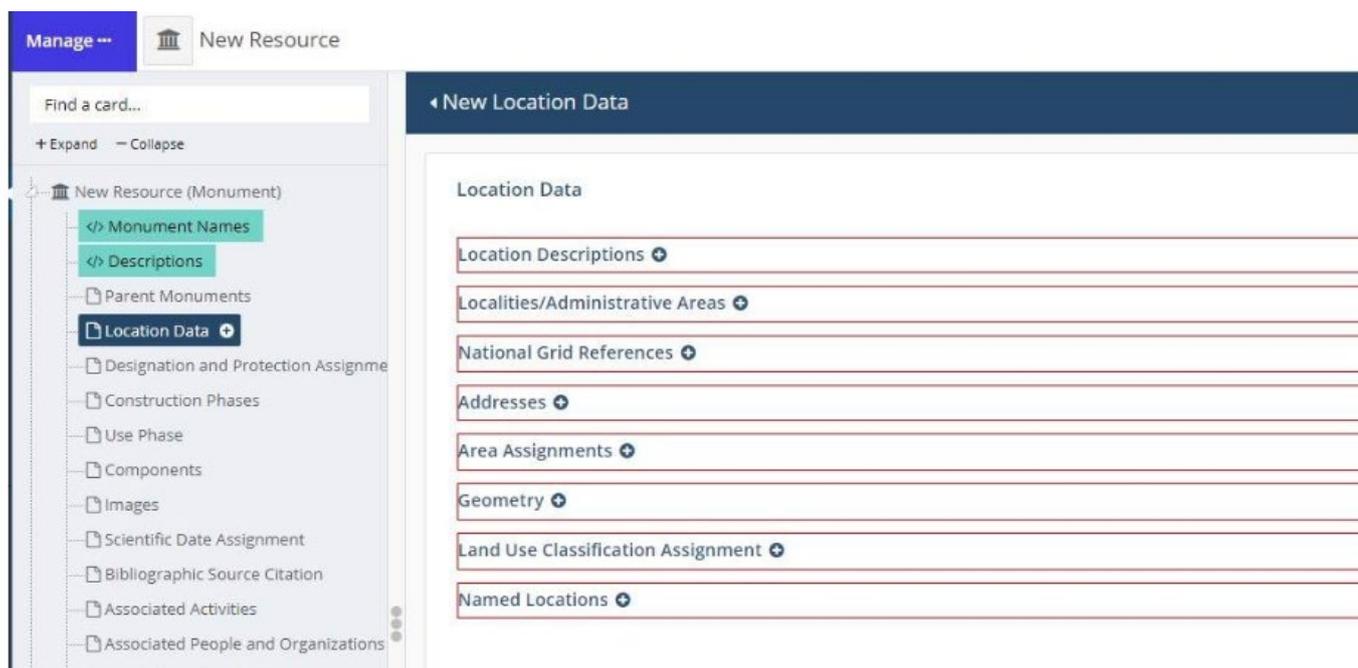
Insert the Parent Name/UID in the Parent Asset field. As you type, a filtered list of matches will appear.

Select Add.

Location Data

The Location Data facet contains a number of cards in which data related to the location of the Monument can be recorded, from addresses and textual descriptions of the location to spatial depictions.

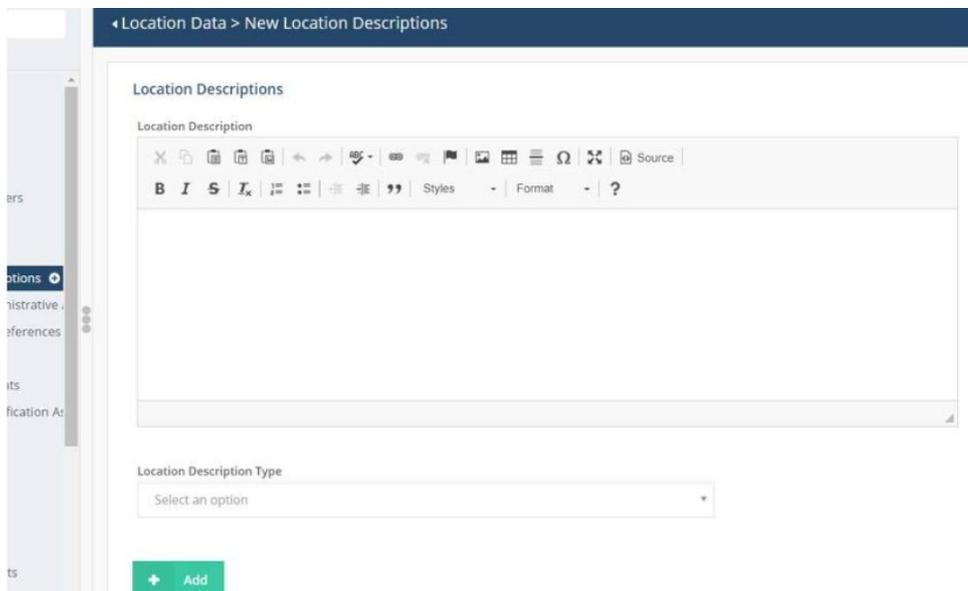
Select the Location Data facet title from the tree view on the left of the screen to open the card containing the individual Location data elements. Select each using the + icon.



Locational Descriptions

This allows the creation of a narrative description of the locations and/or directions to find the resource - particularly useful for archaeological features or sites without addresses.

The card has a Location Description Type pick list and a free text Description field with standard text tools included.

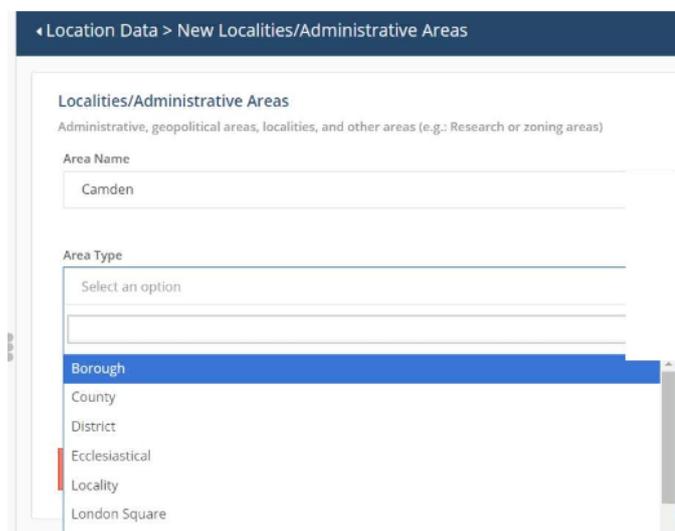


Localities/Administrative Areas

This facet enables the addition of Administrative areas such as Counties, Districts, Parishes and Unitary Authorities. When creating a spatial feature, once the feature is committed to the record the Localities/Administrative Areas will be automatically populated with the appropriate values.

Should it be necessary to move a spatial feature to a location where the assigned Localities/Administrative Areas are no longer correct, these may need to be edited manually.

To add administrative information manually:



Insert the Area Name

Select an Area Type from the drop-down list

Select Add to commit the new data.

To add additional areas, select the Localities/Administrative Areas heading in the panel on the left of the screen.

National Grid References

This card facilitates the creation of spatial depictions (GIS points) through the manual entry of British National Grid references (alpha-numeric or absolutes) or Longitude/Latitude (in Decimal Degree format).

← Location Data > New National Grid References

National Grid References
National Grid references, map names, and other common location identifiers for the resource

National Grid Reference

Coordinate Format
Select input coordinate format from drop down list: Alphanumeric BNG ▾

Central Point Coordinate Enter the central coordinate of the record in either of the following formats:

- Alphanumeric BNG: SJ11075109962
- Absolute BNG: 410251.169962
- Long/Lat: 1.853947,51.428577

Enter the centre point map reference of the resource.

Preview

+ Add

Note: To immediately view the point on the map display once saved, refresh the web page using the icon in the main tool bar.

Select the appropriate coordinate format (for example, *Absolute BNG*)

Enter the coordinates in the text field, following the data format illustrated in the examples above it and select *Add*. The Preview node will display the coordinates converted into Alphanumeric BNG.

If satisfied the location is correct, re-select the *Add* button.

Addresses

This is for the addition of address data. Each element is a free text field except for Address Status and Address Currency.

Insert data in the appropriate fields and select Add

Note: The Full Address node will be auto-populated once the different address elements have been recorded separately and saved.

Note: Currently, where address text boxes are not used, the Full Address auto-populate displays these null values as commas - for example. Woodcote High School, , , Meadow Rise, , Coulsdon, , CR5 2EH

← Location Data > New Addresses

Addresses

Full Address
Enter text

Building Name
Enter text

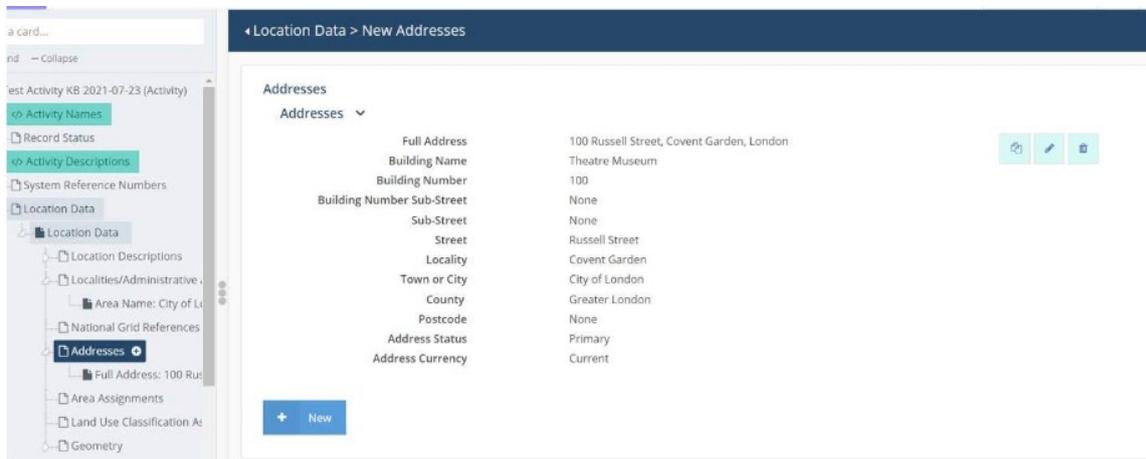
Building Number
Enter text

Building Number Sub-Street
Enter text

Sub-Street

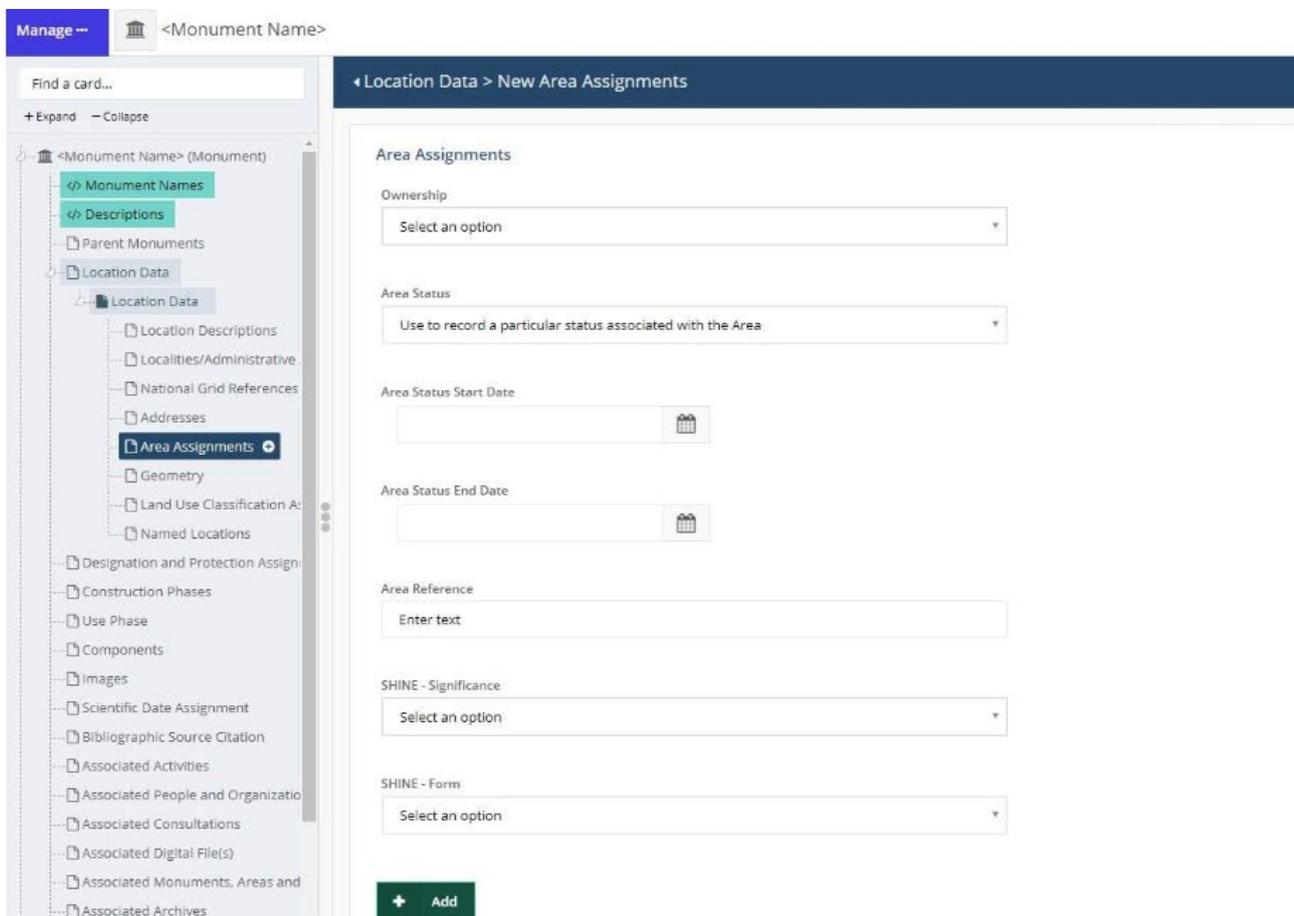
Note: location elements such as District, Parish, Unitary Authority etc. are recorded elsewhere in the Localities/Administrative Areas element of the Location Data Facet.

Former or historic addresses can be recorded (utilising the Former or Historic Currency setting) by re-selecting the Address facet title in the tree view on the left of the screen. This will open a summary of the address already entered with a **New** button below with which to open a new, empty Address card.



Area Assignments

Where the Monument falls within an area that is subject to some form of designation or special status, this can be expressed in the Area Assignments card.



Ownership: Specify whether the area is Public, Private or State-owned.

Area Status: Select an entry from the drop-down list of terms, entering a term or part of a term to retrieve a specific entry.

Area Status

Use to record a particular status associated with the Area

con

Conservation Area

Military Remains Controlled Site

Outstanding Conservation Area

Area Status End Date

Area Status Start/End Date: If known, record the date on which the status was conferred and/or withdrawn (if the status no longer applies). Insert data using the calendar function attached to the nodes, or else manually in YYYY-MM-DD format.

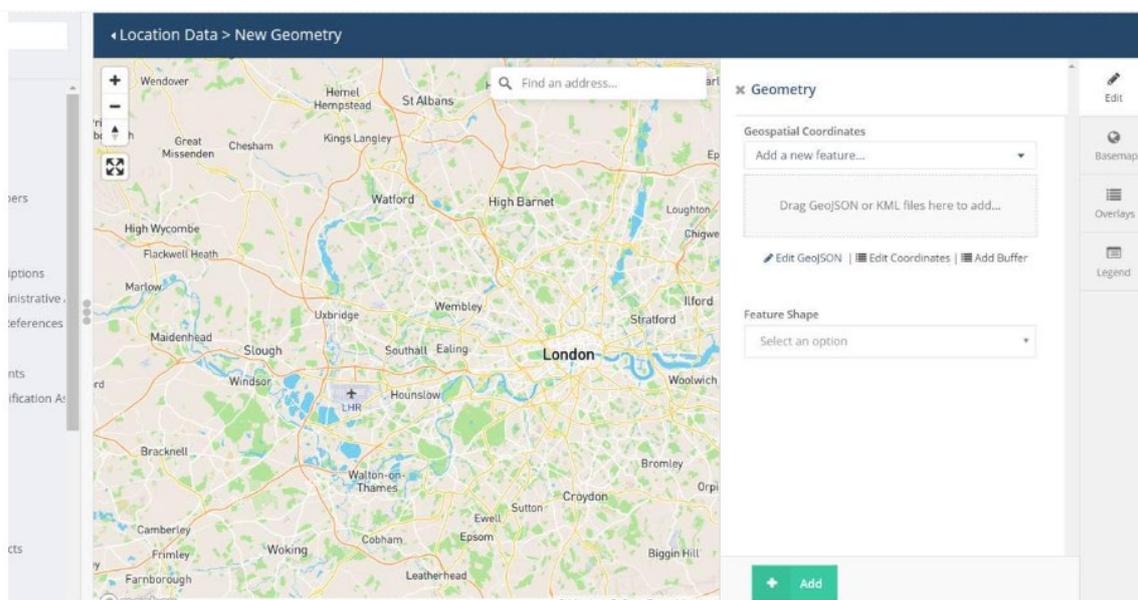
Area Reference: A free-text node for recording details such as the area name or other identifiers.

SHINE - Significance: Where a Monument has relevance for the Selected Heritage Inventory for Natural England (SHINE) dataset of undesignated historic environment features, a level of significance can be applied using this node: *Low / Medium / High*.

SHINE - Form: This node facilitates the application of site/environment characterisation terms as applied to the SHINE dataset.

Geometry

To apply a map depiction of the site, select the Geometry option in the Location Data card. A map display will open with the Edit panel displayed. This contains a selection of drawing tools and options for creating your spatial depiction.



For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

Land Use Classification Assignment

This is an Authority list of terms describing land and environmental use or characteristics for the location of a Monument (e.g. Wetlands, Woodland, Inter-tidal etc.).

Land Use Classification: Select a term from the drop-down list of broad land classification terms (For Example, Other 4 (Churchyard))

Land Use Note: A free-text node for the recording of notes, comments or observations.

Land Use Assessment Start/End Date: Where the land use classification is the result of a formal assessment, the date/s on which this occurred can be recorded either using the calendar function attached to each node or by manually entering values in YYYY-MM-DD format.

Geology: Where known, select a term from the drop-down list of geological types to characterize the geology of the site (For example, Tertiary Clay).

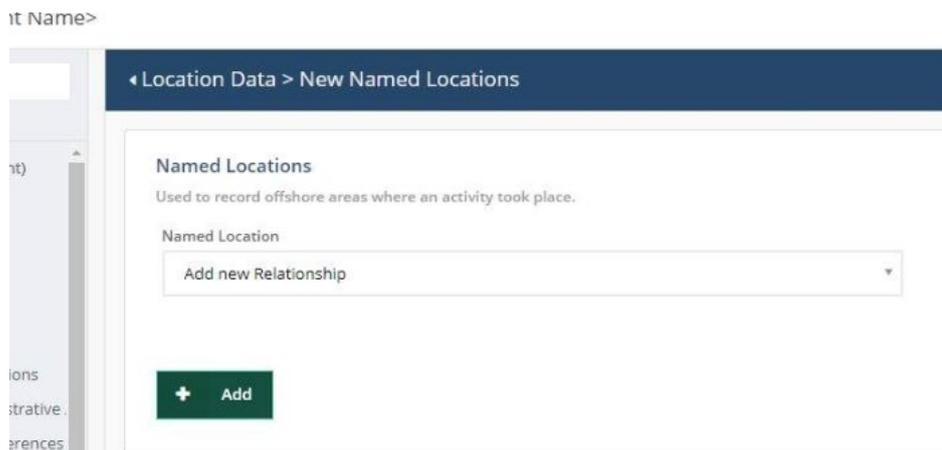
Sub-Soil: Where known, select a term from the drop-down list of types to define the sub-soil character of the site.

Named Locations

This card facilitates the recording of a Named Locations which is a general location, area or vicinity applied to one or more records, applied primarily to the recording of Marine and Aircraft Casualty data where no precise place of loss has been recorded.

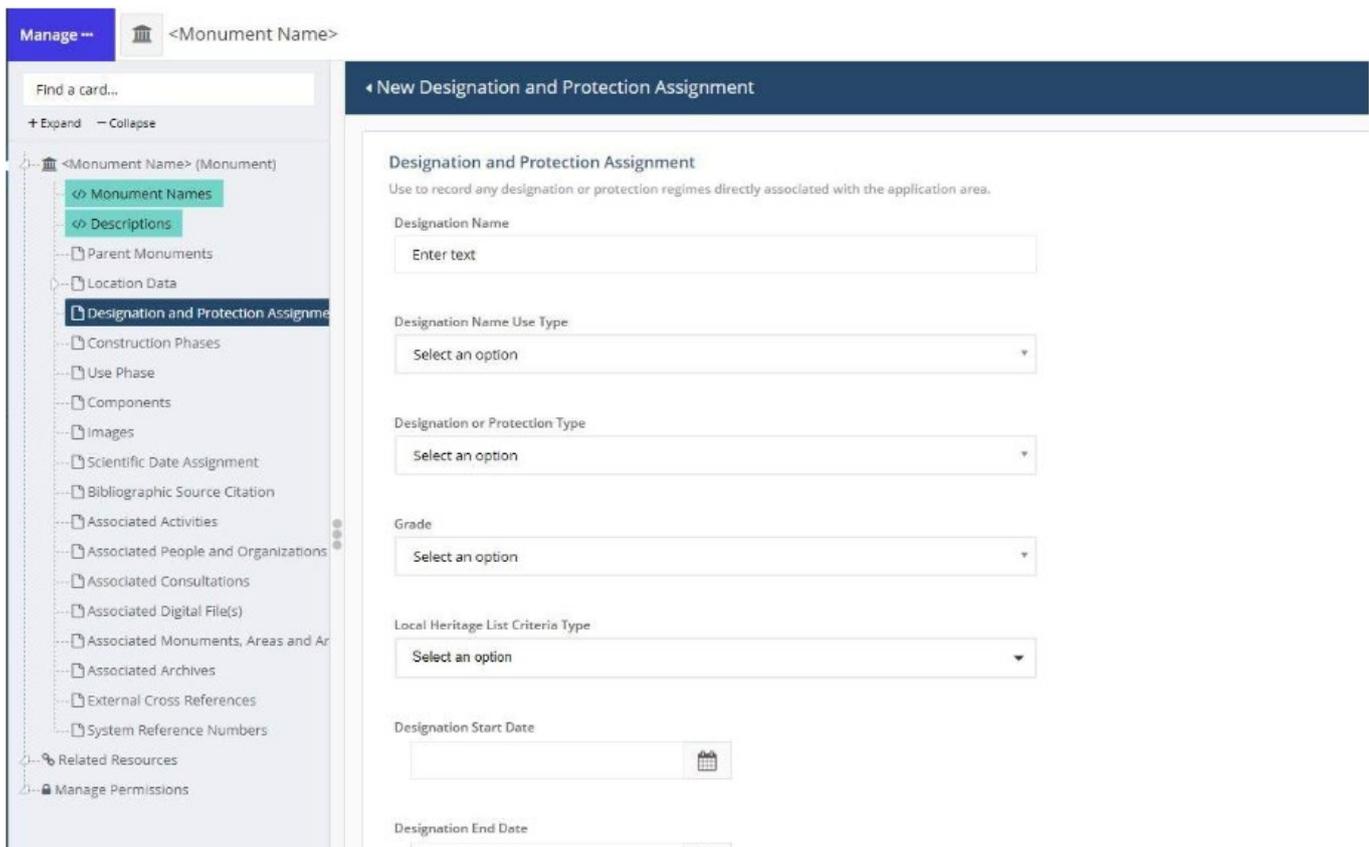
These areas can be recorded as Places and then accessed and applied to a Casualty or Known Site.

Insert the name or part of the name of a Named Location resource. The drop-down list will display all matching values present in the *Place* resource. Select the correct Named Location and commit the record by selecting *Add*.



Designation and Protection Assignment

Where designation or protection regimes apply to the site of a Monument, these can be recorded with associated classifications and information.



Designation Name: Insert a name for the assignment in the Designation Name node and select an appropriate type (Original / Former / Alternative etc.) from the drop-down list accessed via the Designation Name Use Type node.

Designation or Protection Type: Select an appropriate entry from the drop-down list (for example, Conservation Area).

Grade: Where the Designation or Protection Type is accompanied by an assigned Grade, select an entry from the drop-down list.

Local Heritage List Criteria Type: Where the Designation or Protection Type is assigned as Local Heritage List, select the accompanying Criteria Type from the drop-down list.

Designation Start Date / End Date: Where known, insert the date on which the Designation or Protection was bestowed. If the Designation or Protection Assignment has been removed, insert the Designation End Date if known.

Display Date: This free-text node facilitates the entry of Designation and Protection Assignment dates and date ranges in non-controlled date formats (for example, *Controlled Site 2001-12*).

Designation Amendment Date: Where relevant, insert the date on which the Designation or Protection Assignment was amended.

Risk Status: This node has two options to express whether the site is currently at risk: At Risk / Not at risk.

Link Text: Where a link to a web resource is included, an appropriate description/note can be inserted in this free-text node.

URL for link: To create a link to the web resource or designation/protection entry relating to the Historic Aircraft, insert the URL for the specific web page detailing the site.

Digital Files: Where they have previously been created as Keystone resources in the Digital Objects resource, relevant files can be retrieved and selected via a filtered drop-down list attached to this node.

Construction Phases

These phases describe a construction/production event such as the building or physical alteration of a site or feature. If a monument was known to have been built at a certain date, a Construction Phase will describe that event and the monument's form and function at the time, as well as representing attributes such as associated materials and evidence supporting the data recorded. Where that monument underwent physical change, such as alteration, extension or even destruction, additional Construction Phases will describe those events.

Monument Type: Select terms describing the Monument by form and/or function by inserting a term or part of a term into the field and selecting the required term from the drop-down list. Multiple entries can be selected.

Cultural Period: Select from the List of Periods by inserting a term, or part of a term and choosing the appropriate match from the drop-down list.

Construction Phase Start Date: The minimum date in a Construction Phase date range (e.g. 1900-01-01 – 1902). Dates can be entered manually in the expected format (EDTF – see note attached to the node in card).

Construction Phase End Date: The maximum date in a phase date range (e.g. 1900 – 1902-12-31). Dates can be entered manually in the expected format (EDTF – see note attached to the node in card).

Construction Phase Date Qualifier: This node allows the user to further qualify the period of the Construction Phase by selecting an entry from the drop-down list such as *Throughout*, *Occasionally*, *On etc.*

The screenshot shows a web interface for creating new construction phases. The main content area is titled 'New Construction Phases' and contains a form with the following fields:

- Monument Type:** A dropdown menu with the text 'Select an option'.
- Cultural Period:** A dropdown menu with the text 'Add new Relationship'.
- Construction Phase Start Date:** A text input field.
- Construction Phase End Date:** A text input field.
- Construction Phase Date Qualifier:** A dropdown menu with the text 'Select an option'.
- Construction Phase Display Date:** A text input field.

A sidebar on the left side of the interface contains a navigation menu with the following items: '(Monument)', 'Phases', 'Assignment', 'Source Citation', 'Activities', 'People and Organizations', 'Consultations', 'Digital File(s)', 'Monuments, Areas and Ar', 'References', and 'Reference Numbers'.

Construction Phase Display Date: This is a free-text node indicating the nature of the process described in the phase (e.g. *Constructed 1889-90*).

Confidence of Dating: This series of radio buttons allows the user to apply a qualifier indicating the level of certainty that exists within the evidence supporting the dating of the Construction Phase: *Certain* / *Possible* / *Probable* / *Uncertain*.

Phase Description: This is a free-text node in which a more detailed description of the phase can be entered

Construction Phase Evidence Type: This node allows the user to select one or more Evidence terms to describe the source of the phase data (e.g. *Extant Building*, *Documentary Evidence* etc.). Inserting a term, or part of a term, in the node will access a filtered drop-down list containing all matching terms.

Confidence of Interpretation: This series of radio buttons allows the user to apply a qualifier indicating the level of certainty that exists within the evidence supporting the interpretation of the Monument: *Certain* / *Possible* / *Probable* / *Uncertain*.

Main Construction Material: Select one or more term from the drop-down list for materials used in the main structure of a building or site (e.g. *Timber*, *Stone*).

Covering Material: Select terms describing the materials used in the roofing or other coverings of a building or site (e.g. *Slate, Glass*) by inserting a term or part of a term into the field and selecting the required term from the drop-down list.

Construction Method: This node accesses a drop-down list of Construction Methods that may be relevant to the Construction Phase (e.g. *Handbuilt*).

Construction Technique: This node accesses a drop-down list of Construction Techniques that may be relevant to the Construction Phase (e.g. *Timber Framing*).

Construction Phase Type: As the *Construction Phase* can be used to record any physical alteration in the Heritage Asset, the *Construction Phase Type* allows the user to specify the manner of event being recorded from the drop-down list (e.g. *Initial Build, Conversion, Alteration* etc.).

To add a further Construction Phase. select the *Construction Phases* facet from the tree view to open a new, empty card.

Use Phase

These are phases or periods of time in which the function of a monument has changed but little or no structural change has taken place – for example, a redundant church being used as a community centre.

← New Use Phase

Use Phase

Use Phase Period
Add new Relationship

Use Phase Start Date

Use Phase End Date

Use Phase Display Date
Enter text

Use Phase Date Qualifier
Select an option

Functional Type
Select an option

Use Phase Period: Select from the list of Periods by inserting a term, or part of a term and choosing the appropriate match from the drop-down list.

Use Phase Start Date: The minimum date in a Use Phase date range (e.g. 1900-01-01 – 1902). Dates can be entered manually in the expected format (EDTF – see note attached to node in card).

Use Phase End Date: The maximum date in a phase date range (e.g. 1900 – 1902-12-31). Dates can be entered manually in the expected format (EDTF – see note attached to node in card).

Use Phase Display Date: This is a free-text node indicating the construction described in the phase (e.g. *Converted for private use 1955*).

Use Phase Date Qualifier: This node allows the user to further qualify the period of the Use Phase by selecting an entry from the drop-down list such as *Throughout, Occasionally, On* etc.

Functional Type: Select terms describing the heritage asset by function, as relevant to the use phase being recorded, by inserting a term or part of a term into the field and selecting the required term from the drop-down list. Multiple entries can be selected.

Evidence Type: This node allows the user to select one or more Evidence terms to describe the source of the phase data (e.g. *Extant Building, Documentary Evidence* etc.). Inserting a term, or part of a term, in the node will access a filtered drop-down list containing all matching terms.

Use Phase Description: This is a free-text node in which a more detailed description of the phase event can be entered.

Further Use Phases can be entered by selecting the Use Phase facet from the tree view to open a new, empty card.

Components

The Components card facilitates the recording of specific elements or components of a site or structure.

The screenshot displays the 'New Components' form. On the left, a sidebar shows a tree view of facets, with 'Components' selected and highlighted in blue. The main content area is titled 'New Components' and contains the following fields:

- Associated Monument Construction Phase: A dropdown menu.
- Component Type: A dropdown menu with the text 'Select an option'.
- Construction Technique: A dropdown menu with the text 'Select an option'.
- Component Material: A dropdown menu with the text 'Select an option'.
- Evidence Type: A dropdown menu with the text 'Select an option'.

At the bottom of the form, there is a green button with a plus sign and the text 'Add'.

Associated Monument Construction Phase: This node enables the association of the Component with a specific Construction Phase already recorded elsewhere in the record and available to select from a drop-down list of values.

Component Type: This node accesses a drop-down list of components, including areas and spaces, architectural components etc. Inserting a term, or part of a term, in the node will produce a filtered drop-down list of matching terms to select from.

Construction Technique: Select a term from the node's drop-down list.

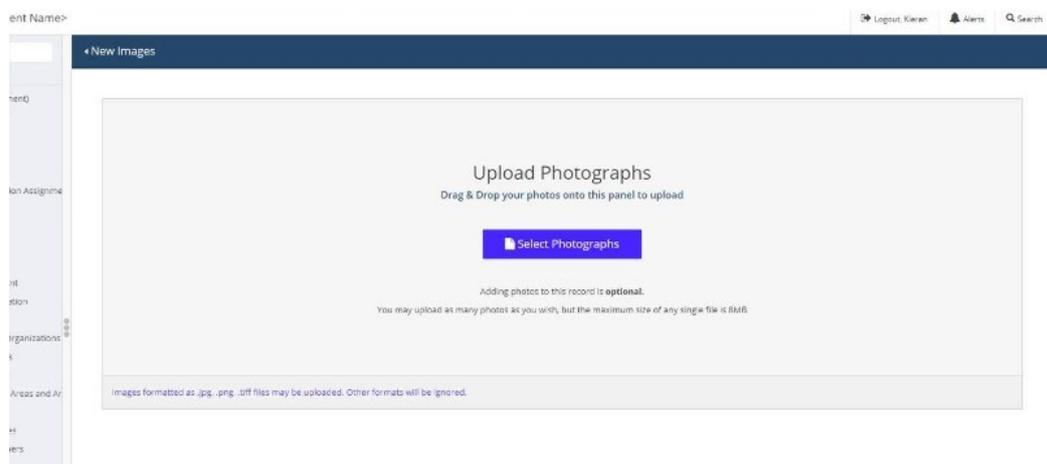
Component Material: Select and one or more Component Material terms from the drop-down list.

Evidence Type: Select an Evidence Type term (for example, *Extant Structure*) and select the **Add** button to commit your record.

Further Components can be recorded by re-selecting the *Components* facet name in the tree view on the left of the screen to open a new, empty card.

Images

This card facilitates the uploading of one or more images (maximum file size for any single item is 8MB) by either dragging and dropping the file onto the panel, or browsing and selecting files using the **Select Photographs** button.



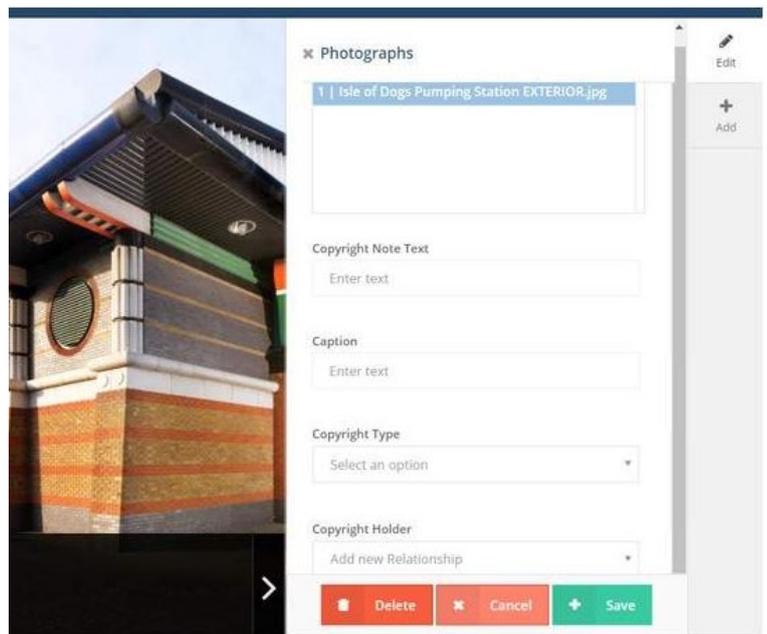
When the image is loaded, a gallery view of all uploaded images is displayed at the bottom of the screen.

Edit and *Add* options will appear on the right of the screen.

The *Edit* option allows you to create a caption for the image and add copyright information (insuring that the Copyright Holder is already present in the Arches for HERs People or Organizations resources and therefore retrievable and selectable from the drop-down list).

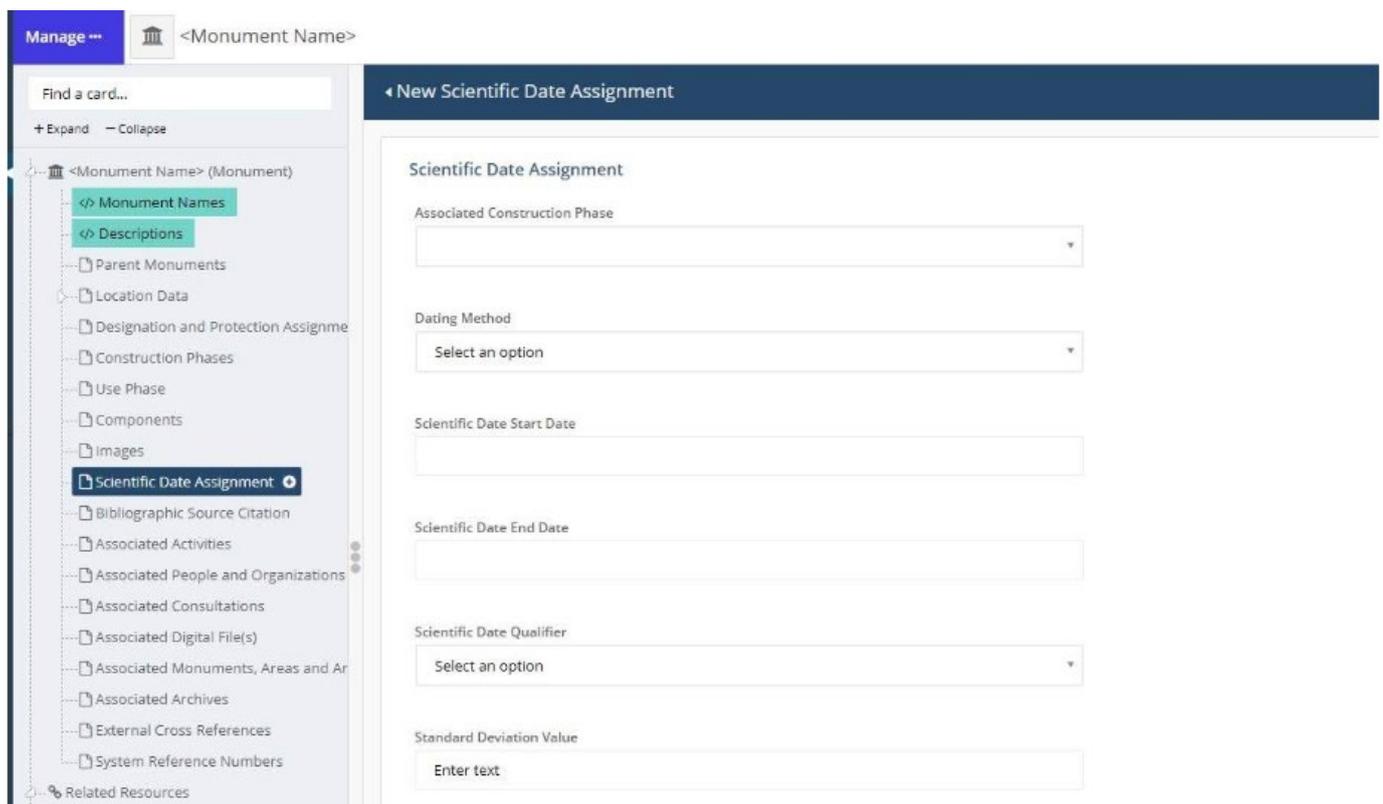
Select Save to commit the image to the record.

Selecting the **Add** command opens up a new *Select Photographs* panel to facilitate the selection of further images.



Scientific Date Assignment

Where samples have been submitted to specific scientific dating methods (e.g. Dendrochronology) the process and outcomes can be recorded using the Scientific Date Assignment card.



Associated Construction Phase: This node enables the creation of an association with a specific Construction Phase already recorded elsewhere in the record and available to select from a drop-down list of values.

Dating Method: This node describes the specific scientific dating methodology applied to the artefact. Select a term (e.g. *Radiocarbon Dating*) from the drop-down list.

Standard Deviation Note: This free-text node facilitates the recording of further information, comments or observations relating to Standard Deviation.

Laboratory Reference: This free-text node facilitates the recording of any known references or reference numbers applied by the laboratory undertaking the scientific dating process.

Note: This free-text node facilitates the recording of any further information, notes or observations relating to the Scientific date Assignment

Bibliographic Source Citation

Details of the specific citation relating a source to a Monument. Where bibliographic sources already exist as Resources within the application, these will be retrieved and specific references added to the card. If a source does not already exist as a Resource it will need to be created as a new Resource.

Bibliographic Source: The name of the bibliographic source containing the specific reference recorded.

Source Number: The cross reference number as used in descriptive text (for example, 1, 2, 3 etc.) to indicate the source of specific information.

Pages/s: Specific page references.

← New Bibliographic Source Citation

Bibliographic Source Citation

Bibliographic Source
Add new Relationship

Source Number
Enter text

Page(s)
Enter text

Figs.
Enter text

Plate(s)
Enter text

Comment
Enter text

Figs: Figure numbers where appropriate.

Plates: Illustrative plate numbers where appropriate.

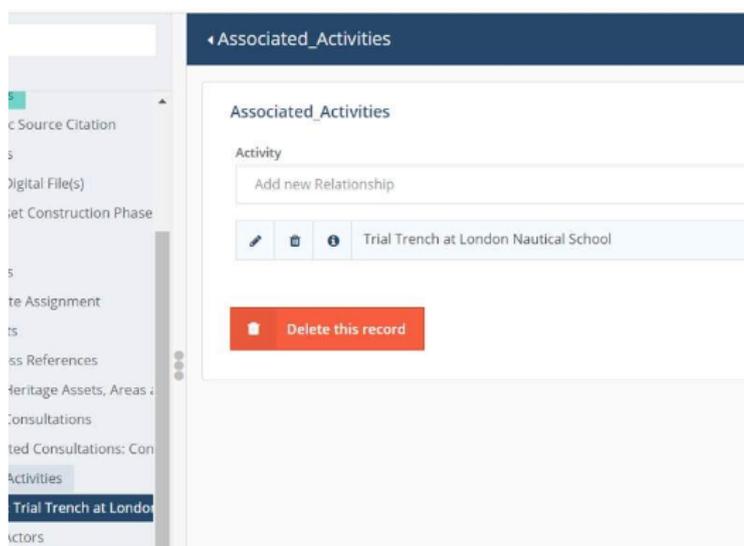
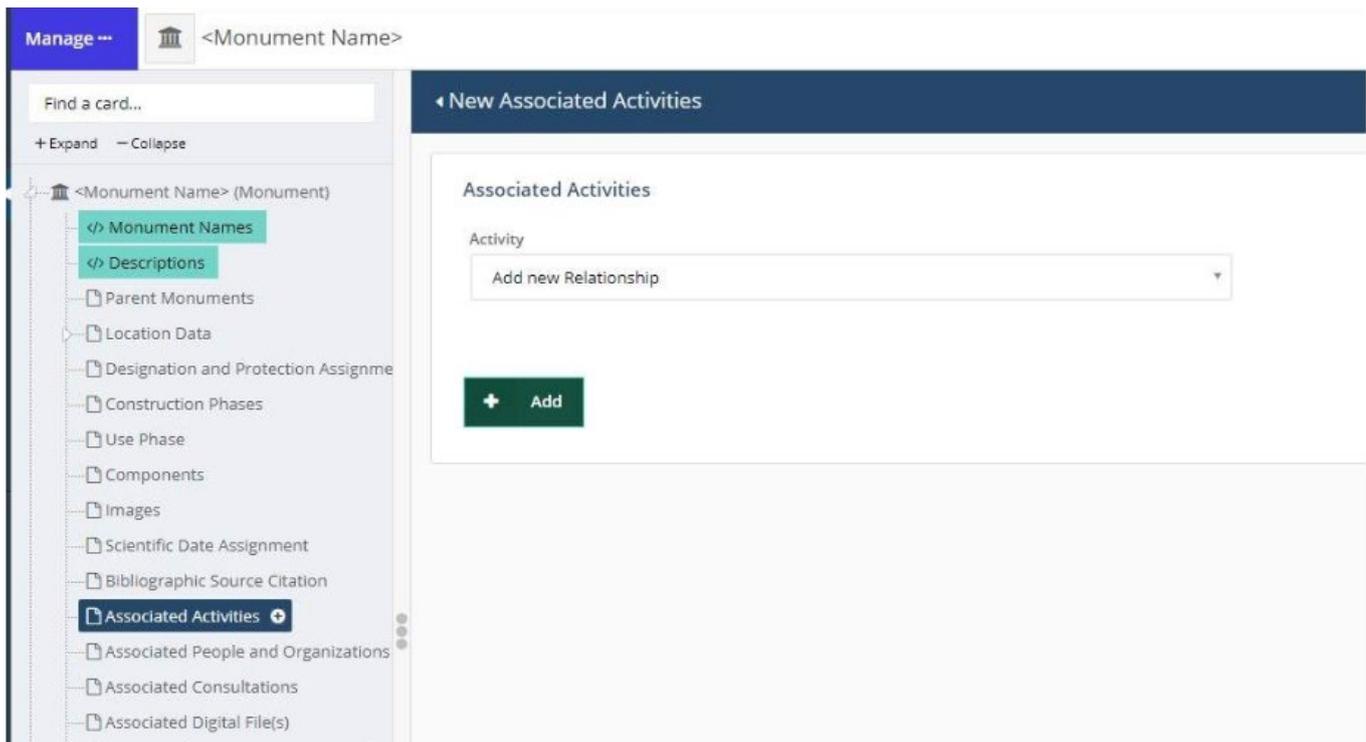
Comment: To record addition information or references if required.

Further Bibliographic Sources can be recorded by re-selecting the Bibliographic Source Citation facet title in the tree view on the left-hand side of the screen to open a new, empty card.

Associated Activities

This Facet allows the user to create an association with one or more existing Activities using the following data:

Activity: Insert a Name or UID in the Activity node to retrieve and select it from the drop-down list of Arches for HERs Activities. Select **Add** to commit it to the record.



Once an Activity is added, it will appear in a panel below the Activity node with a set of commands attached. Further Activities can be selected.

By selecting the **Edit** icon you can open the Activity resource instance in a new tab.

The **Delete** icon allows you to remove an individual Activity from the card – the Delete this record command at the bottom of the card will remove all its contents.

The **Information** icon will open a Related Resource Report. Use the X in the top-right corner of the summary to close it and return to the card.

Associated People and Organizations

This Facet allows the user to create an association with an individual and/or organization and define the context of the relationship by defining a role.

Resource

← New Associated People and Organizations

Associated People and Organizations

Person or Organization
Add new Relationship

Association Type
Select an option

Role Type
Select an option

Association Start Date

Association End Date

Display Date
Enter text

Person or Organization: Retrieve and select the individual or organization from the drop-down list of resources.

If a person or organization does not already exist as an Arches for HERs Resource, and is therefore un-selectable in the card, it will need to be created as a new Arches for HERs resource (People/Organization).

Association Type: Select a term from the drop-down list to indicate the relationship between the actor and the Monument (e.g. *General Association*).

Role Type: Select a term from the drop-down list to clarify the context of the actor's association with the Monument (e.g. *Person of Historic Interest*).

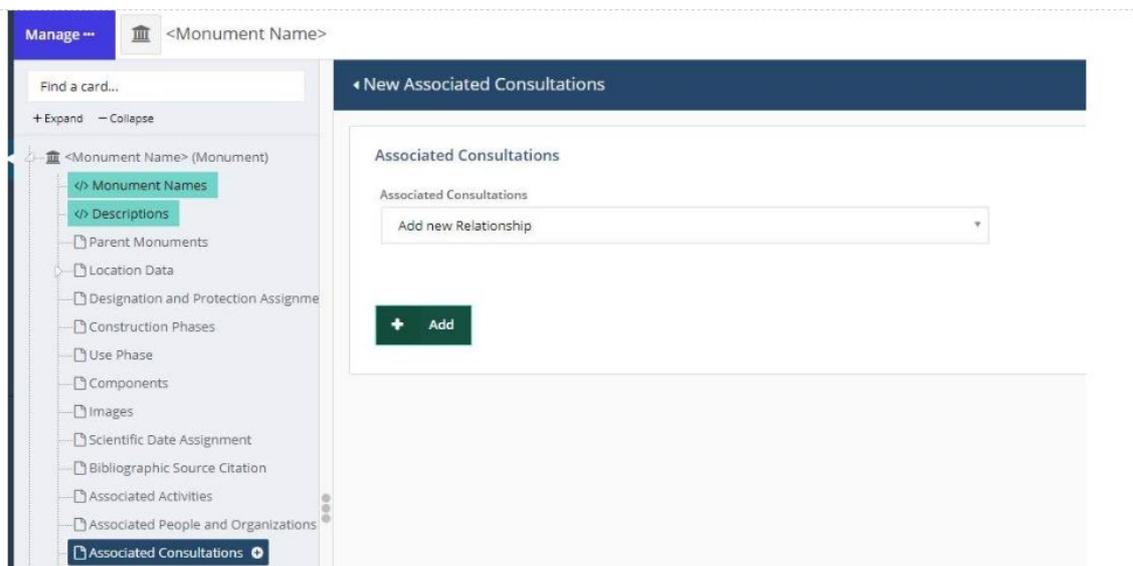
Display Date: This is a free-text node facilitating the inclusion of a non-standardised date or date range (for example, 1914-16).

Association Start Date/End Date: These nodes are used to express a specific date range by entering a minimum and maximum date value (for example 1914-01-01, 1916-12-31). Values can be inserted using the calendar functions attached to the nodes, or else entered manually in YYYY-MM-DD format.

Date Qualifier: Select an appropriate qualifier to express the context of the data or date range described to the associated actor (e.g. *At some time* would imply the actor was involved between the minimum and maximum dates recorded, but it is not possible to say what date exactly; *Between* would imply the actor's association began on the minimum date and concluded on the maximum date).

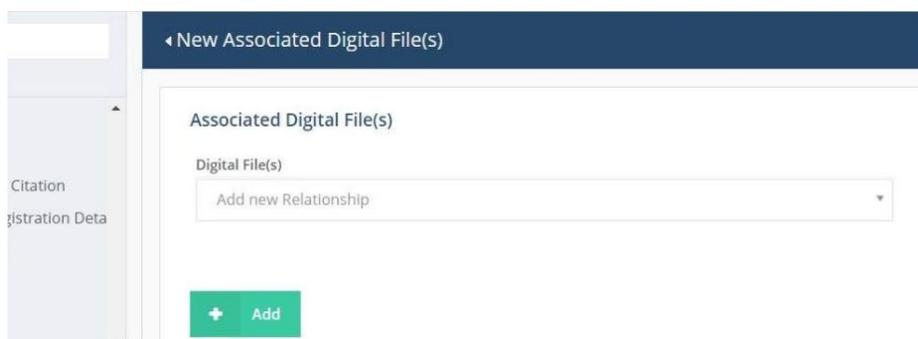
Associated Consultations

This Facet allows the user to create an association with a Consultations Resource by inserting the Name or UID of the associated Consultation and selecting it from the filtered drop-down list.



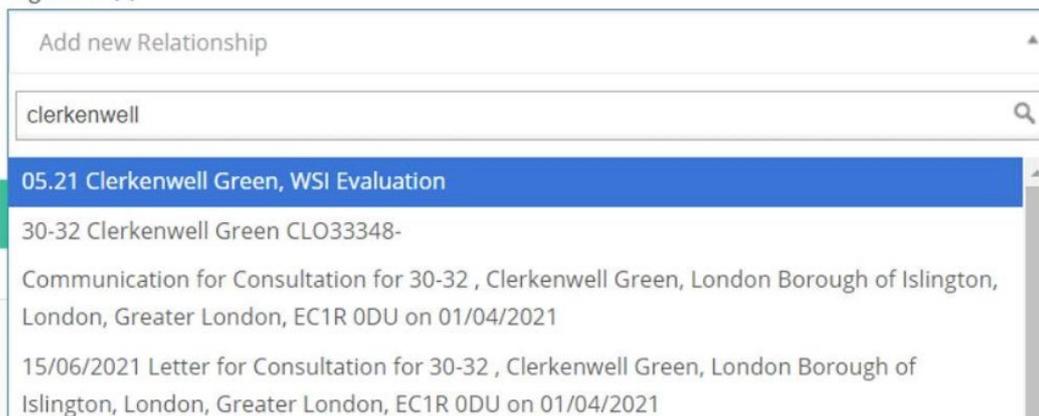
Associated Digital File(s)

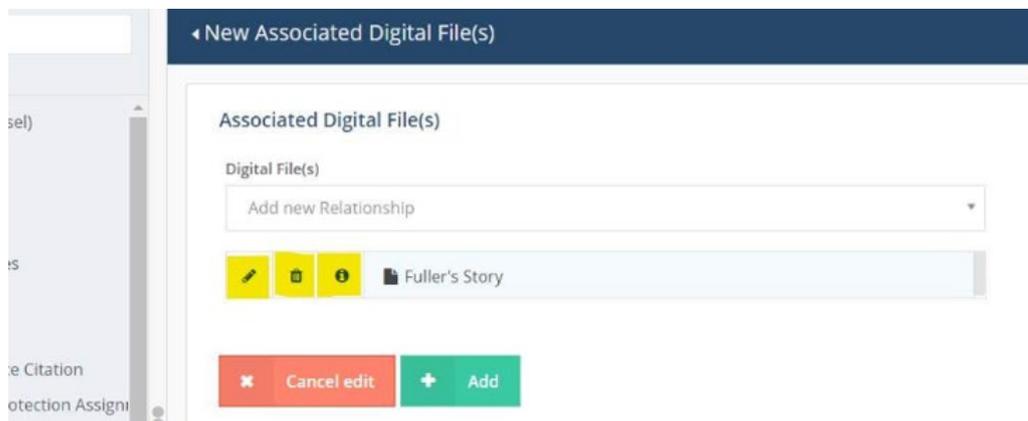
This Facet allows the user to create an association with a Digital Object Resource by inserting the Name or UID of the associated Digital File and selecting it from the filtered drop-down list.



Associated Digital File(s)

Digital File(s)





More than one file can be selected.

As each entry is selected, it will appear in a panel below the *Digital Files(s)* node with three icons attached:

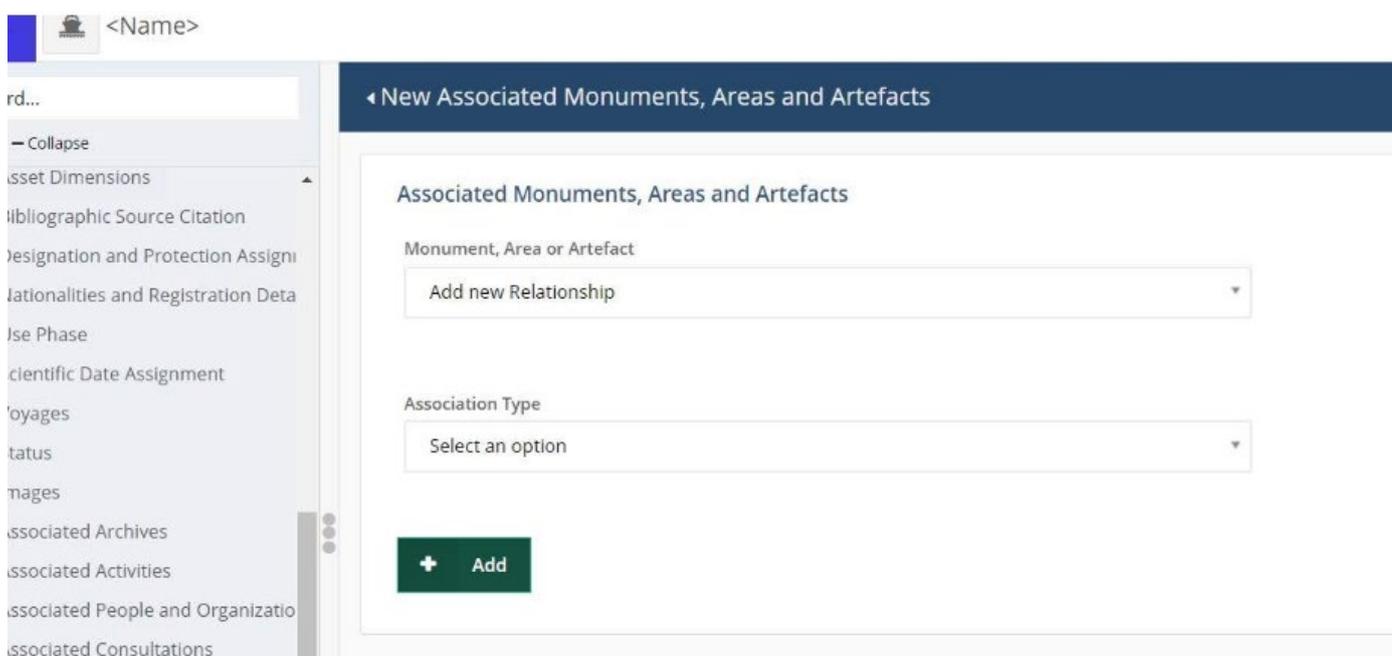
The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close this summary, select the X icon in the top-right corner of the Summary form).

Associated Monuments, Areas and Artefacts

This Facet allows the user to create an associations with other Resources recorded as Monuments, Historic Aircraft, Maritime Vessels, Areas or Artefacts by inserting the Name or UID of the associated Resource and selecting it from the filtered drop-down list.



More than one Monument, Area or Artefact can be selected.

As each entry is selected, it will appear in a panel below the *Associated Assets, Area or Artefact* node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form).

The screenshot shows a web interface for managing monument associations. On the left is a sidebar with a search bar containing '<Monument Name>' and a list of navigation items: 'Monument Names', 'Descriptions', 'Monuments', 'Location Data', 'Designation and Protection Assignments', 'Construction Phases', 'Phase', 'Components', 'Dates', 'Scientific Date Assignment', 'Geographic Source Citation', 'Associated Activities', 'Associated People and Organizations', and 'Associated Consultations'. The main content area is titled 'New Associated Monuments, Areas and Artefacts' and contains a section 'Associated Monuments, Areas and Artefacts'. This section features a dropdown menu for 'Associated Monument, Area or Artefact' with the option 'Add new Relationship'. Below this is a list of two existing associations, each with edit, delete, and information icons. The first association is '21 Pinner Green (Post Medieval Building)' and the second is '282-302 Borough High Street (Post Medieval Well)'. Below the list, it indicates '2 relationship(s)'. There is also a dropdown for 'Association Type' with the option 'Select an option'. At the bottom of the main area are two buttons: 'Cancel edit' and 'Add'.

Associated Archives

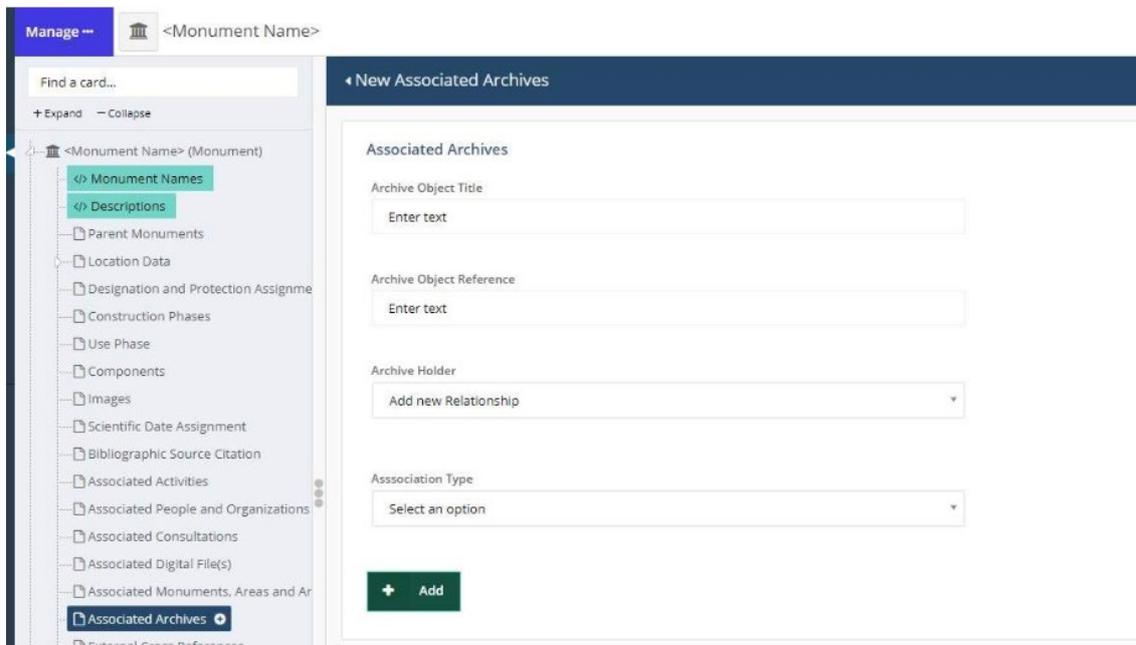
This Facet allows the user to create an association with an Archive item which relates to or references the Monument (e.g. historic photographs, maps, plans etc.).

Archive Object Title: The item name as previously catalogued or recorded.

Archive Object Reference: The Archive item's existing reference number or identifier.

Archive Holder: The individual or organization that owns or is responsible for the associated archive item (e.g. Historic England Archive).

Association Type: This node accesses a drop down list of types (General association / Identified as / Is referred to by) from which to choose the term that best describes the relationship between the heritage asset and the archive object.



Additional archive objects can be associated by re-selecting the Associated Archives facet title from the tree-view on the left of the screen to open a new, empty card.

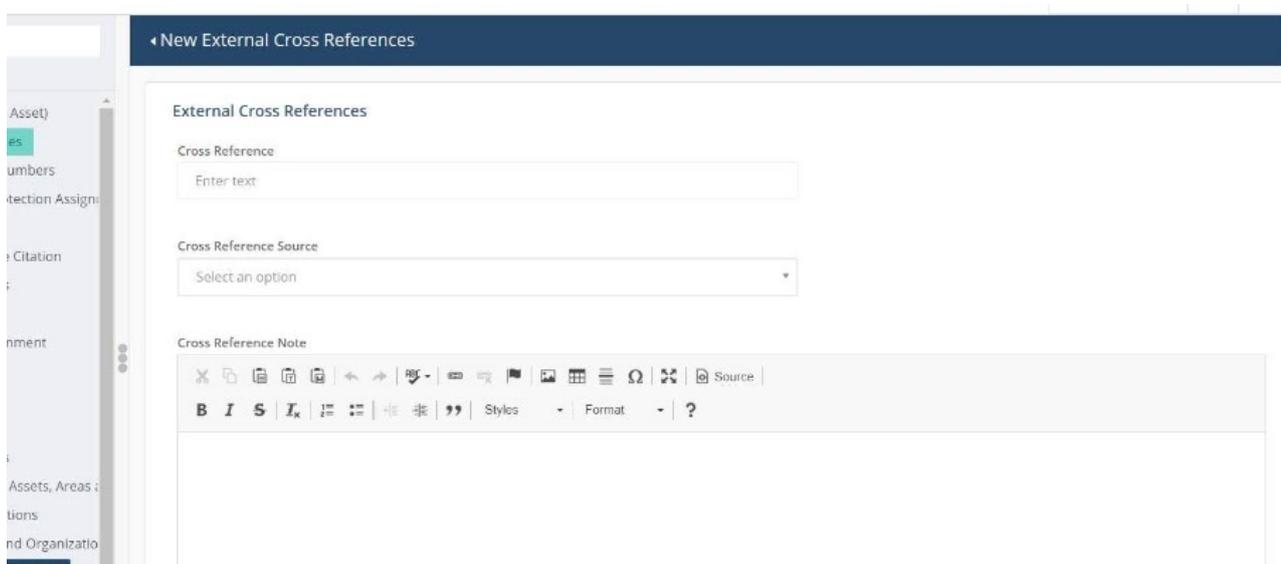
External Cross References

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).

Cross Reference: Insert the identifier, such as a number or alpha-numeric value.

Cross Reference Source: Insert the name of the information system or organisation that contains the cross reference (e.g. *AIP Record Number*) and select the entry from the drop-down list of matching values.

Cross Reference Note is a free-text node for recording any additional details or comments.



To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

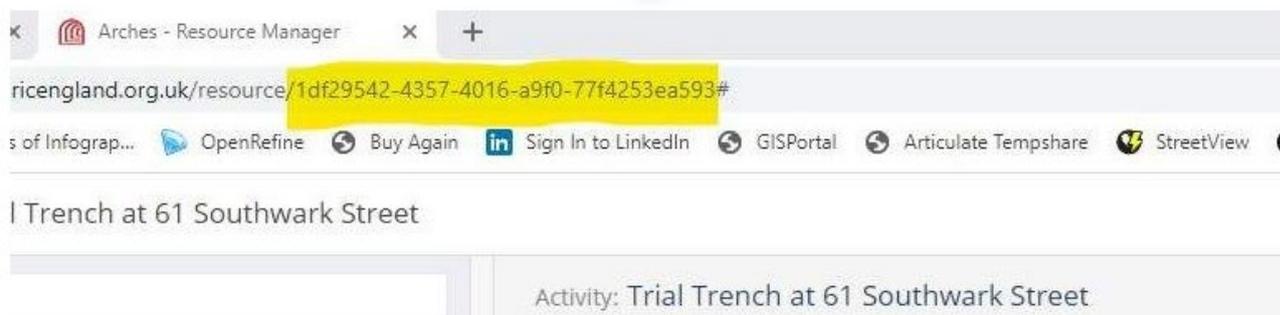
Link Text can be used to enter notes or descriptions relating to the linked source.

URL for link: Insert source URL and select *Add*.

Preview will display the URL as a live link that can be tested before committing it to the record.

System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.



← System Reference Numbers

System Reference Numbers

ResourceID

1df29542-4357-4016-a9f0-77f4253ea593

Legacy ID

ELO17872

Primary Reference Number

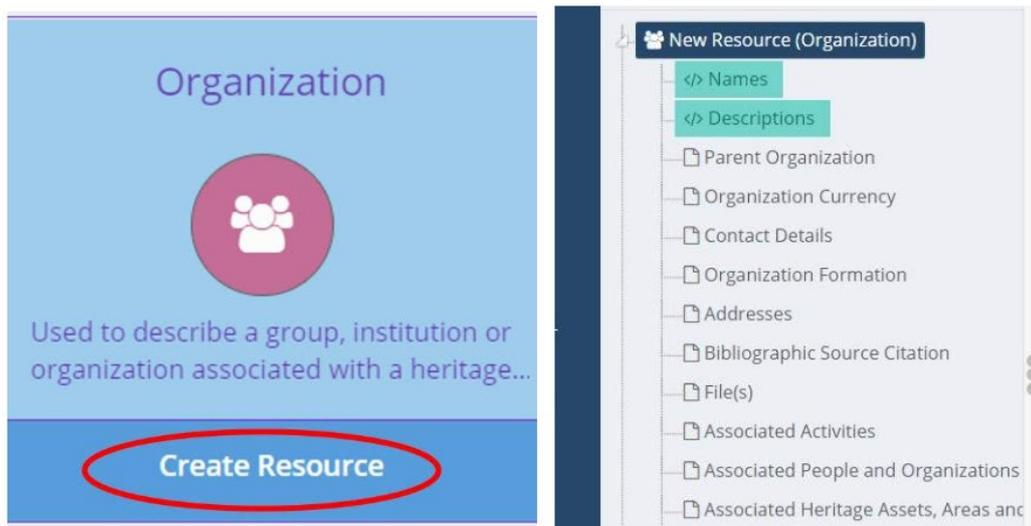
154305

Delete this record

Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

Primary Reference Number is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.

Organization

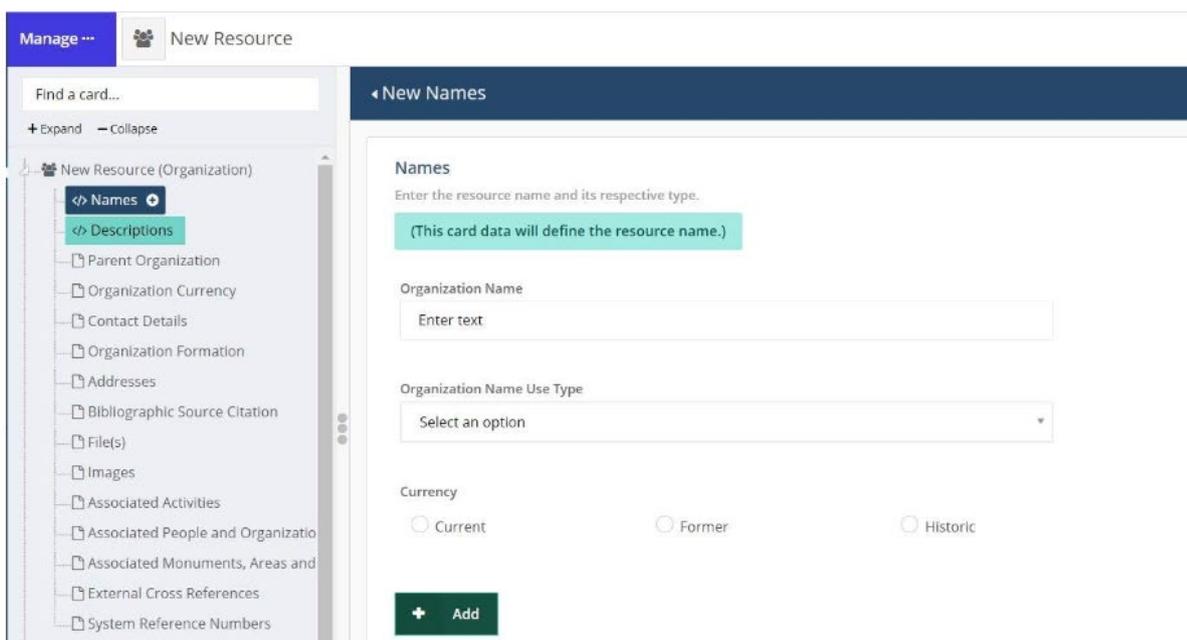


Used to describe a group, institution or organization associated with a heritage resource. Organizations can either be current (eg. owners, developers etc) or historic (eg. former companies, regiments etc.).

Select the **Create Resource** option from the Resource Manager page, or access **Create New Resource** from the vertical toolbar on the left of the screen when elsewhere in the application.

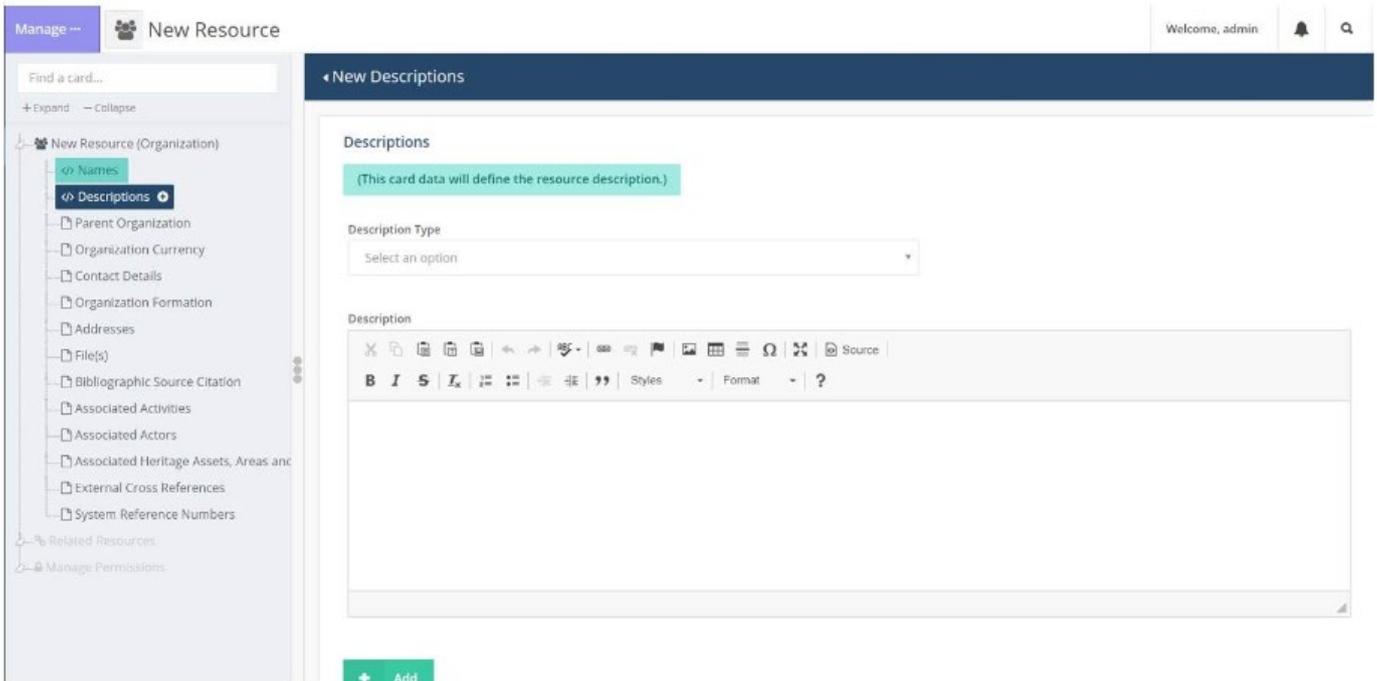
Names

The Name of the organization can be recorded in this card along with the Name Type and a Currency indicator – populate the nodes and save using the Add button. Additional names, such as Former or Alternative names, can be recorded by selecting the Names facet heading in the tree view on the left of the screen to open a new, empty card.



Descriptions

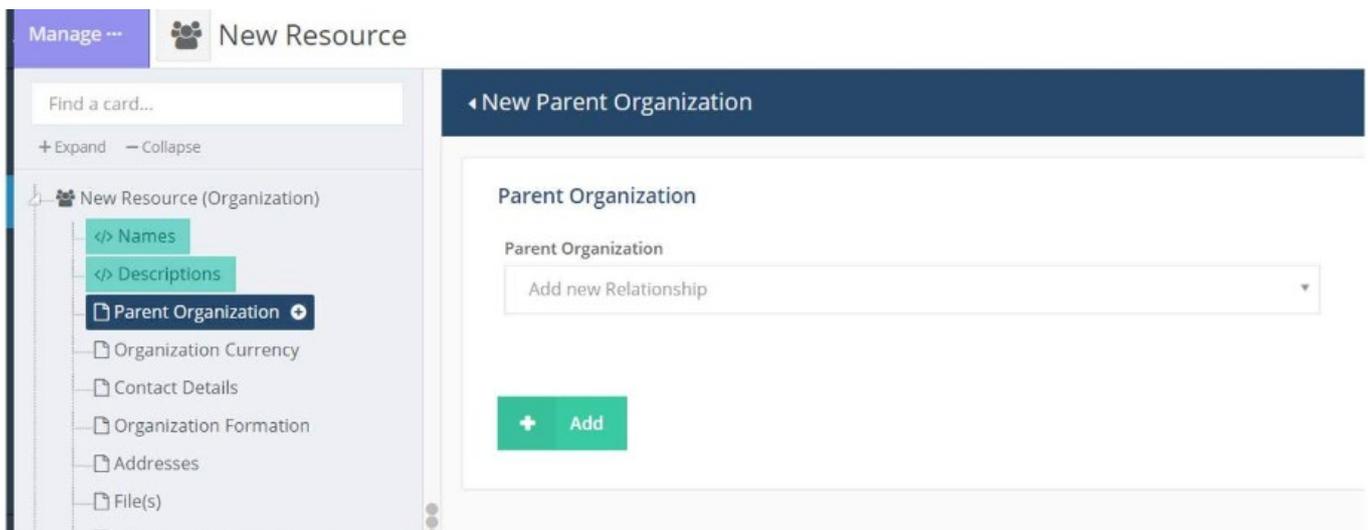
Description – This card contains a free-text node for the addition of descriptive text relevant to the Organization resource being recorded. A Description Type, such as Notes, can be added.



The screenshot shows the 'New Resource' interface. On the left is a navigation pane with a search bar and a list of categories. Under 'New Resource (Organization)', 'Names' and 'Descriptions' are highlighted in green, and 'Parent Organization' is highlighted in blue. The main content area is titled 'New Descriptions'. It features a text box with the placeholder '(This card data will define the resource description.)'. Below this is a 'Description Type' dropdown menu with the text 'Select an option'. A rich text editor follows, with a toolbar containing icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, source, and help. A green '+ Add' button is at the bottom left of the main content area.

Parent Organization

Where an organization is a subsidiary of a larger organization or body, this relationship can be expressed by adding a Parent Organization entry. The Parent Organization should already be present as a Arches for HERs Organization resource, and can be retrieved in the Parent Organization node by inserting a UID or the name and selecting it from the filtered drop-down list.



The screenshot shows the 'New Resource' interface with the 'Parent Organization' section selected in the navigation pane. The main content area is titled 'New Parent Organization'. It features a 'Parent Organization' label above a dropdown menu with the text 'Add new Relationship'. A green '+ Add' button is located below the dropdown menu.

Organization Currency

The currency of an Organization resource can be expressed by populating one of the three radio button options in the card: Current, Former or Historic.

The screenshot shows a web application interface for creating a new organization resource. On the left, a navigation pane titled 'New Resource (Organization)' lists various fields: Names, Descriptions, Parent Organization, Organization Currency (highlighted with a plus icon), Contact Details, Organization Formation, Addresses, and File(s). The main content area is titled 'New Organization Currency' and contains the following form elements:

- Organization Currency Type:** Three radio buttons labeled 'Current', 'Former', and 'Historic'.
- + Add:** A green button to submit the form.

Contact Details

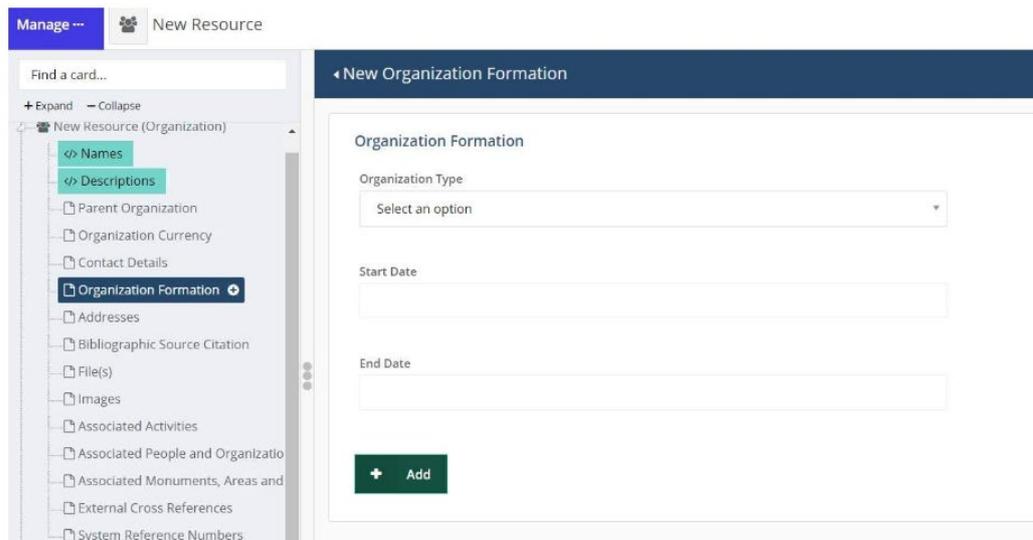
This card facilitates the recording of a contact, and method of contact, for a particular organization. The **Contact Name for Correspondence** and **Contact Point** (the address, email address or contact number) are free-text nodes. Select a **Contact Name Currency** from the drop-down list (for example, *Current*) and indicate the method of contact by populating the appropriate **Contact Point Type** radio button.

The screenshot shows a web application interface for creating new contact details for an organization. On the left, a navigation pane titled 'New Resource (Organization)' lists various fields: Names, Descriptions, Parent Organization, Organization Currency, Contact Details (highlighted with a plus icon), Organization Formation, Addresses, Bibliographic Source Citation, File(s), Images, Associated Activities, Associated People and Organization, Associated Monuments, Areas and, External Cross References, and System Reference Numbers. The main content area is titled 'New Contact Details' and contains the following form elements:

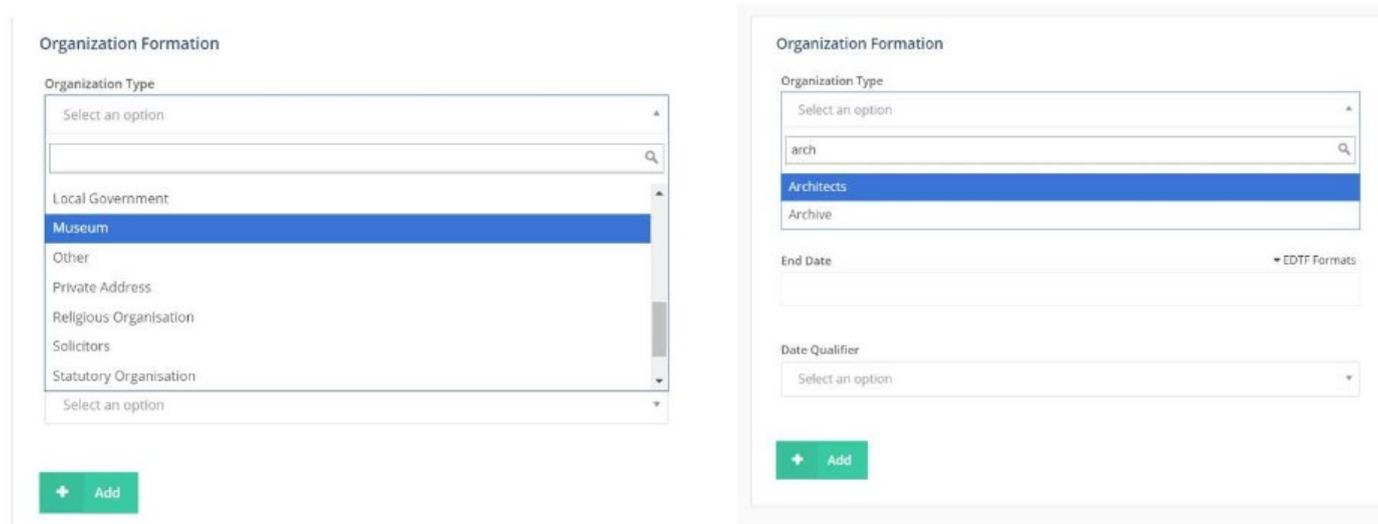
- Contact Name For Correspondence:** A text input field with the placeholder 'Enter text'.
- Contact point:** A text input field with the placeholder 'Enter text'.
- Contact Name Currency:** A dropdown menu with the placeholder 'Select an option'.
- Contact Point Type:** Four radio buttons labeled 'Email', 'Fax', 'Mail', and 'Telephone'.
- + Add:** A green button to submit the form.

Organization Formation

This card enables the recording of what type of business the organization undertakes, along with a Start and End date for the organization's lifetime if known.



The Organization Type node has a drop-down list of values from which to choose. Inserting text in the node will filter the drop-down list to display only matching entries.



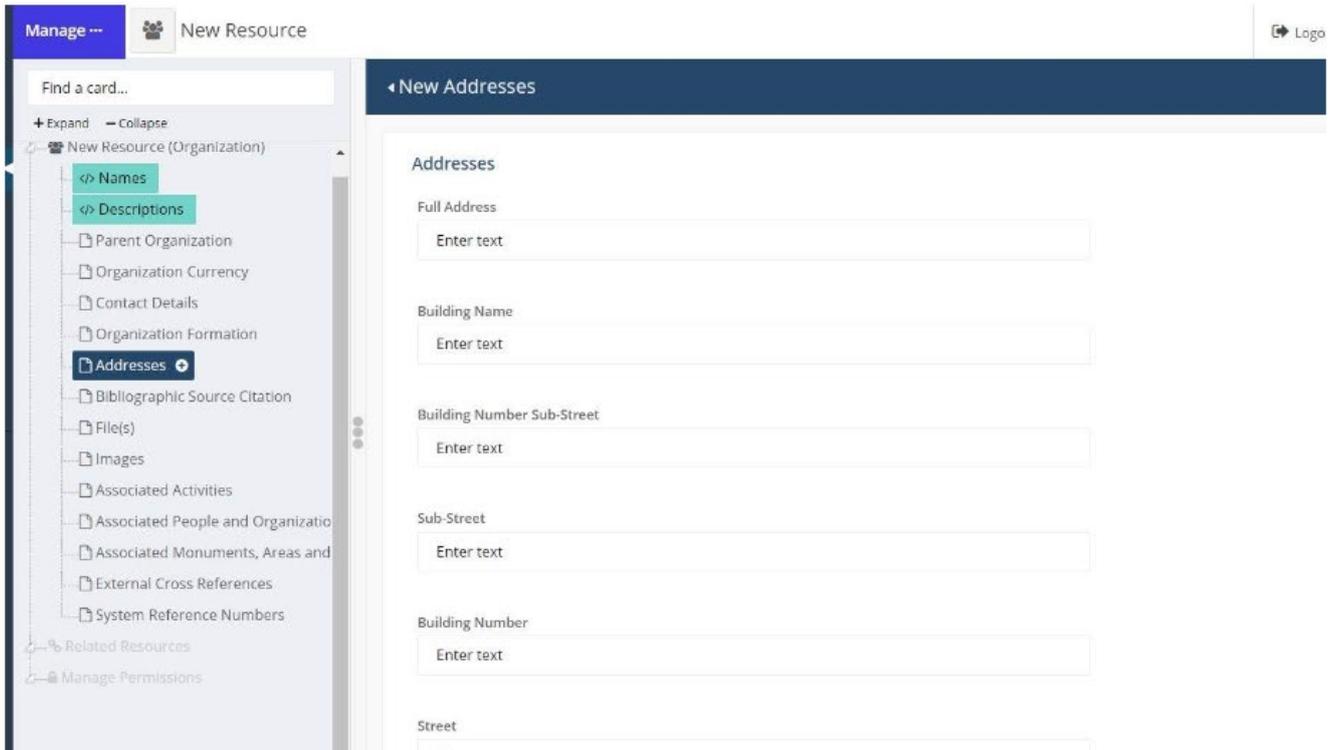
Addresses

Where known, Addresses for organizations can be entered using the address element nodes: Building Name, Building Number, Street etc.

The *Full Address* node will be auto-populated once the different address elements have been recorded separately and saved.

Note: Currently, where address text boxes are not used, the Full Address auto-populate displays these null values as commas - for example. Woodcote High School,, , Meadow Rise, , Coulsdon, , CR5 2EH

Address Status can be applied using a drop-down list of terms (for example, *Former*).

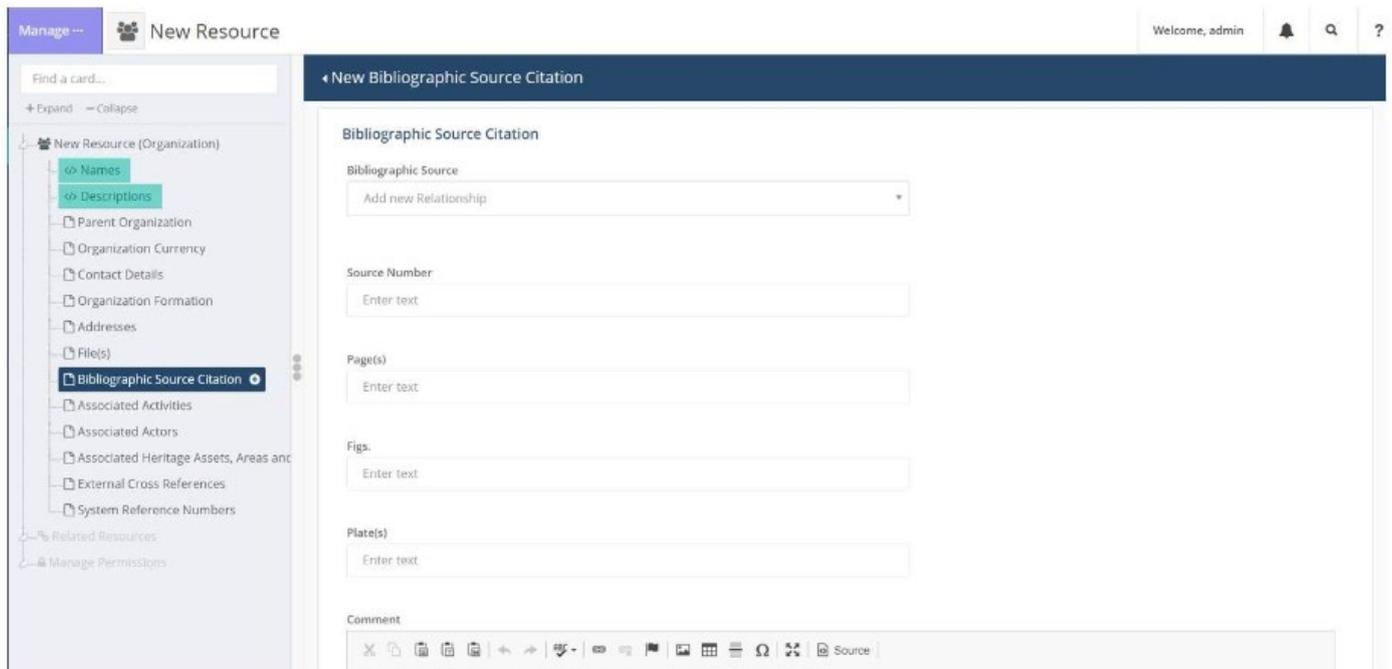


The screenshot shows the 'New Resource' form with the 'Addresses' section selected in the left-hand navigation menu. The main content area is titled 'New Addresses' and contains several text input fields for address information:

- Full Address: Enter text
- Building Name: Enter text
- Building Number Sub-Street: Enter text
- Sub-Street: Enter text
- Building Number: Enter text
- Street: Enter text

Bibliographic Source Citation

Where information has been gleaned from a bibliographic source, the source can be cited in this card and cross-referenced to the resource Descriptions.



The screenshot shows the 'New Resource' form with the 'Bibliographic Source Citation' section selected in the left-hand navigation menu. The main content area is titled 'New Bibliographic Source Citation' and contains several text input fields and a dropdown menu for bibliographic source information:

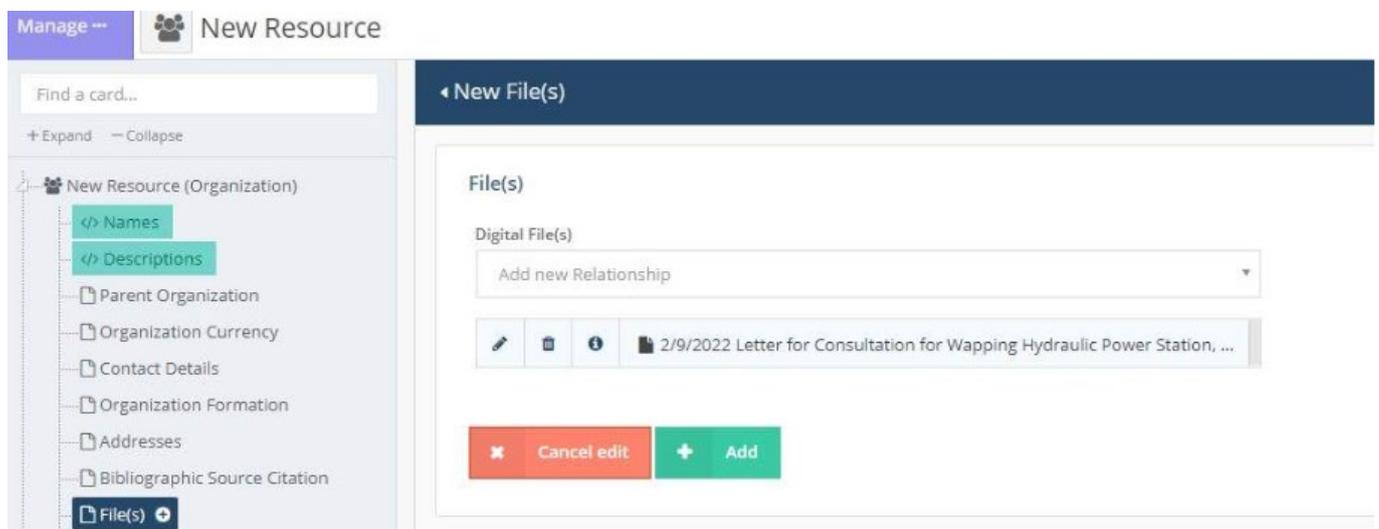
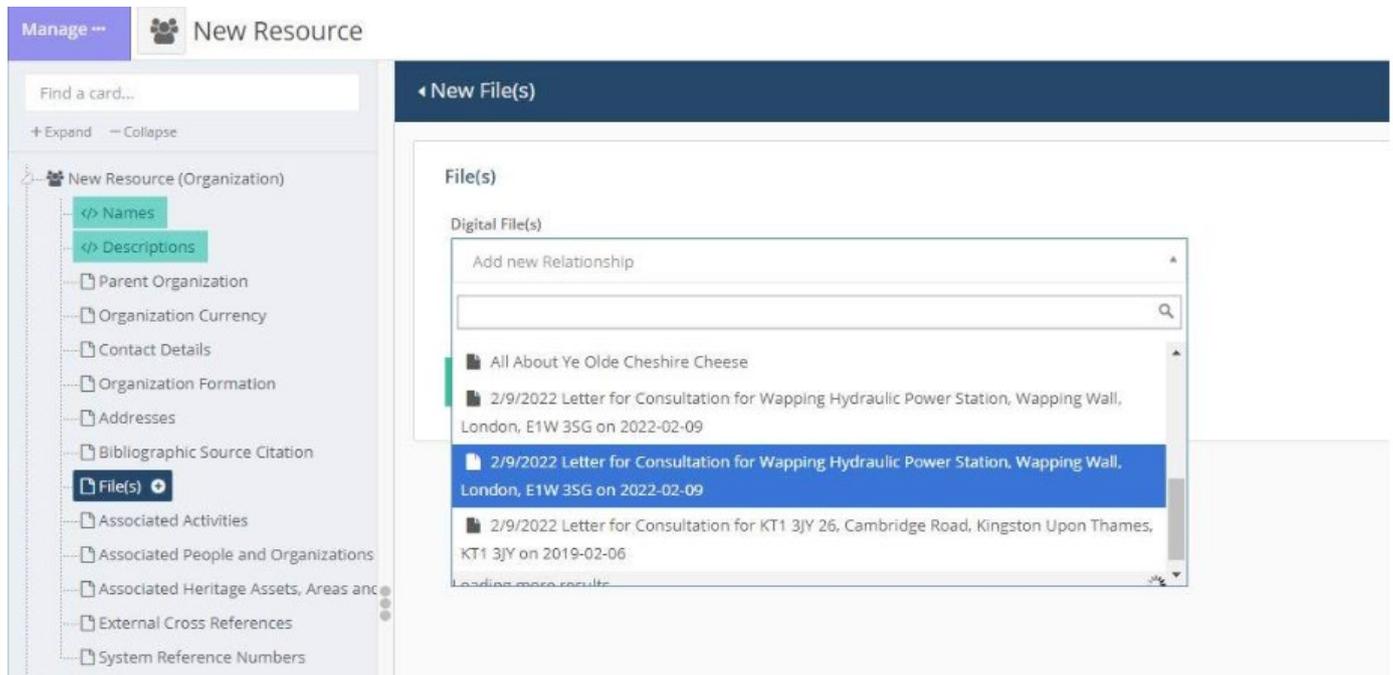
- Bibliographic Source: Add new Relationship (dropdown menu)
- Source Number: Enter text
- Page(s): Enter text
- Figs.: Enter text
- Plate(s): Enter text
- Comment: Enter text

The bibliographic source should be present in the Bibliographic Source resource (if it isn't, a new entry should be created) and can be retrieved by entering a UID or source name in the Bibliographic Source node at the top of the card.

The Source Number (for example, 1) should be entered in the resource Description to indicate which item of information originated from this particular source. Specific Page, Figure and Plate references can be recorded, as well as further comments or explanation in the free-text Comment node.

File(s)

This Facet allows the user to create an association with a Digital Object Resource by inserting the Name or UID of the associated Digital File and selecting it from the filtered drop-down list.



More than one File can be selected.

As each entry is selected, it will appear in a panel below the *Digital File(s)* node with three icons attached:

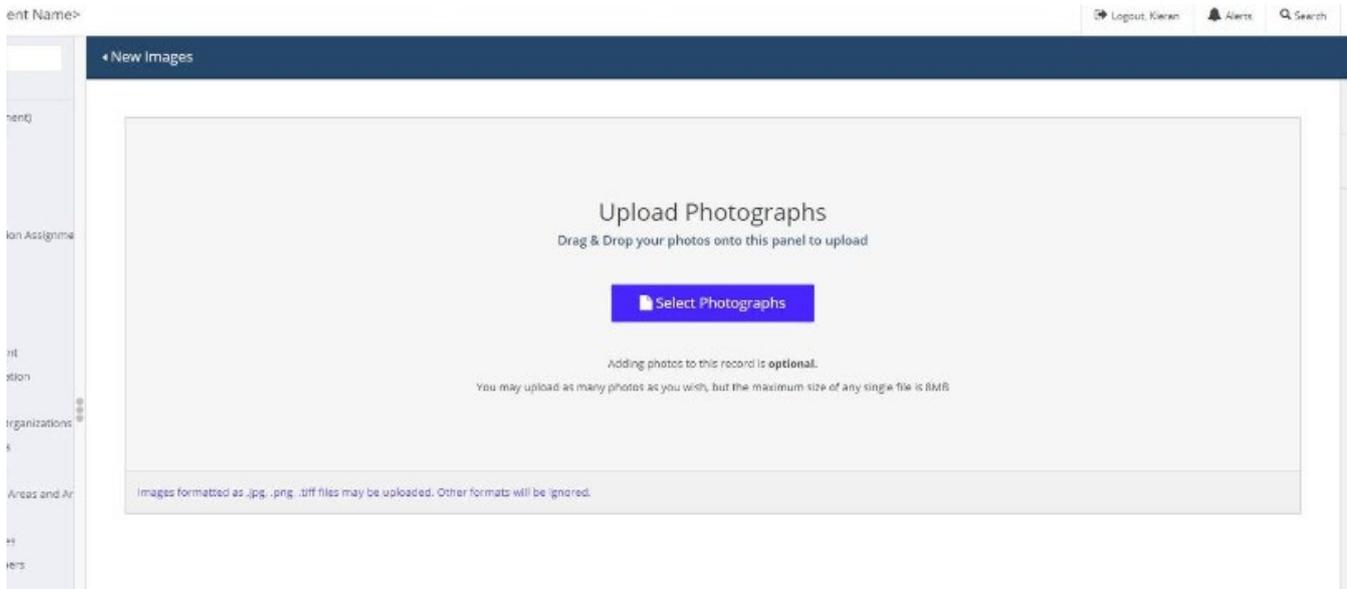
The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close this summary, select the X icon in the top-right corner of the Summary form).

Images

This card facilitates the uploading of one or more images (maximum file size for any single item is 8MB) by either dragging and dropping the file onto the panel, or browsing and selecting files using the **Select Photographs** button.



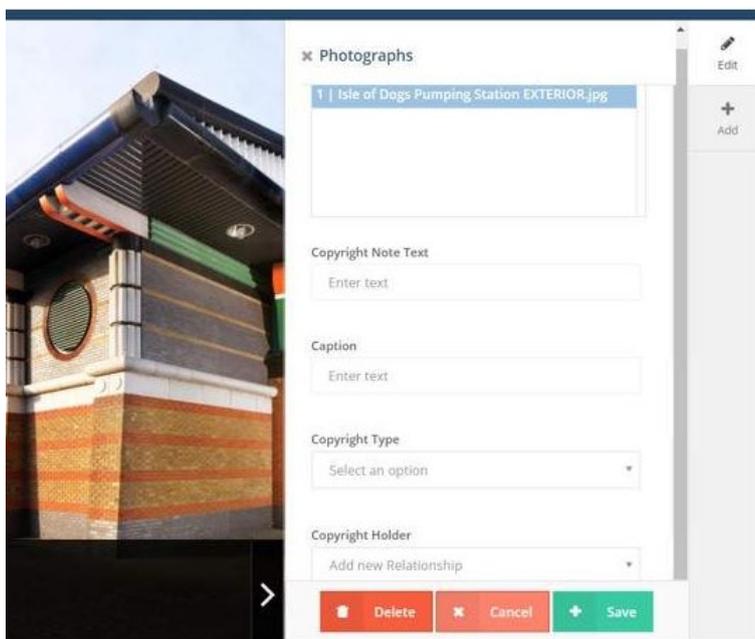
When the image is loaded, a gallery view of all uploaded images is displayed at the bottom of the screen.

Edit and *Add* options will appear on the right of the screen.

The *Edit* option allows you to create a caption for the image and add copyright information (insuring that the Copyright Holder is already present in the Arches for HERs People or Organizations resources and therefore retrievable and selectable from the drop-down list).

Select Save to commit the image to the record.

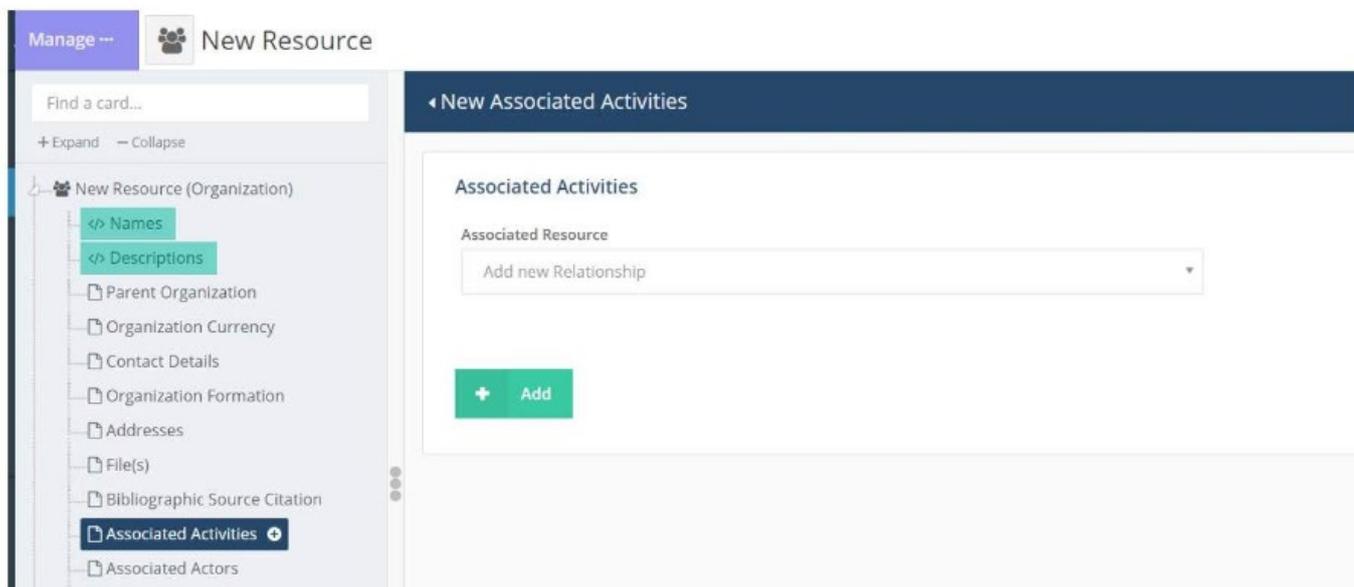
Selecting the **Add** command opens up a new *Select Photographs* panel to facilitate the selection of further images.



Associated Activities

This Facet allows the user to create an association with another Activity using the following data:

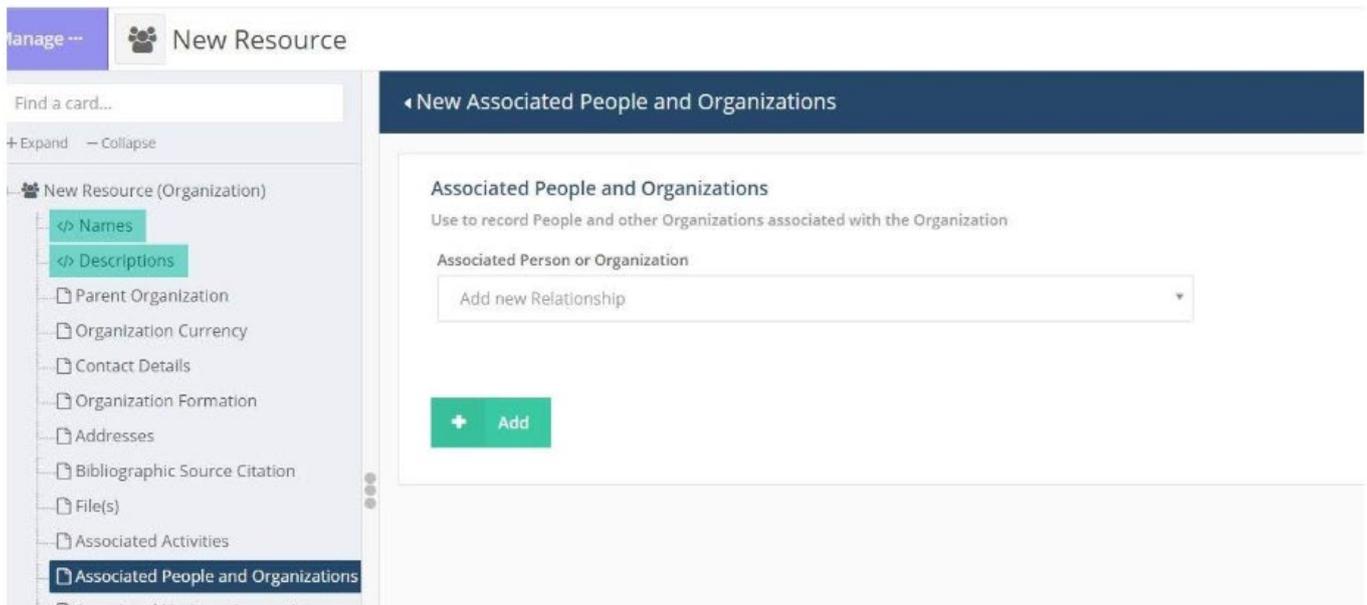
Activity: Insert the Name or UID of the associated Activity to retrieve it into the field.



Associated People and Organizations

This Facet allows the user to create an association with an individual and/or organization.

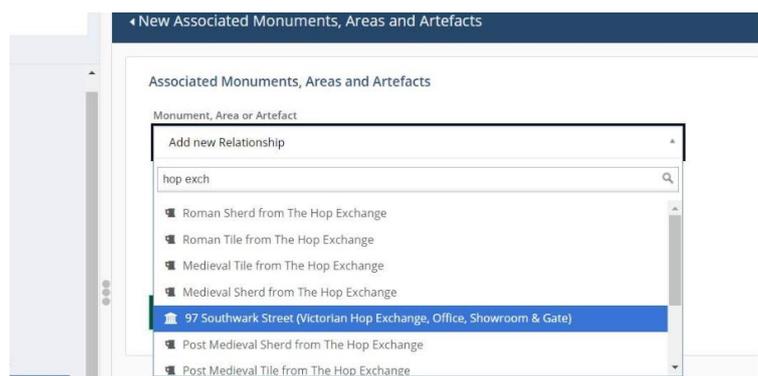
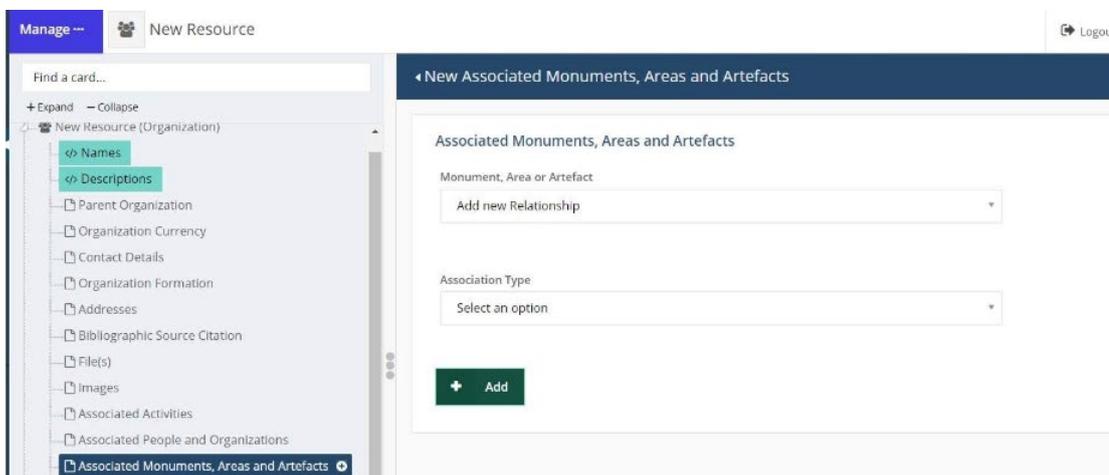
If a person or organization does not already exist as a Arches for HERs Resource, and is therefore un-selectable in the card, it will need to be created as a new resource in its own right.



Associated Monuments, Areas and Artefacts

This Facet allows the user to create an associations with Arches for HERs Resources recorded as Monuments, Areas or Artefacts by inserting the Name or UID of the associated resource and selecting it from the filtered drop-down list.

Select an appropriate **Association Type** from the drop-down list of options to define the relationship between the organization and the associated monument/area/artefact (for example, *General association*).



Associated Monuments, Areas and Artefacts

Monument, Area or Artefact

Add new Relationship

97 Southwark Street (Victorian Hop Exchange, Office, Showroom & Gate)

Association Type

Select an option

Cancel edit Add

More than one association can be created.

As each entry is selected, it will appear in a panel below the *Digital File(s)* node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close this summary, select the X icon in the top-right corner of the Summary form).

External Cross References

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).

New External Cross References

External Cross References

Cross Reference

Enter text

Cross Reference Source

Select an option

Cross Reference Note

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Source, Styles, Format, Help.

Cross Reference: Insert the identifier, such as a number or alpha-numeric value.

Cross Reference Source: Insert the name of the information system or organisation that contains the cross reference (e.g. *AIP Record Number*) and select the entry from the drop-down list of matching values.

Cross Reference Note is a free-text node for recording any additional details or comments.

To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

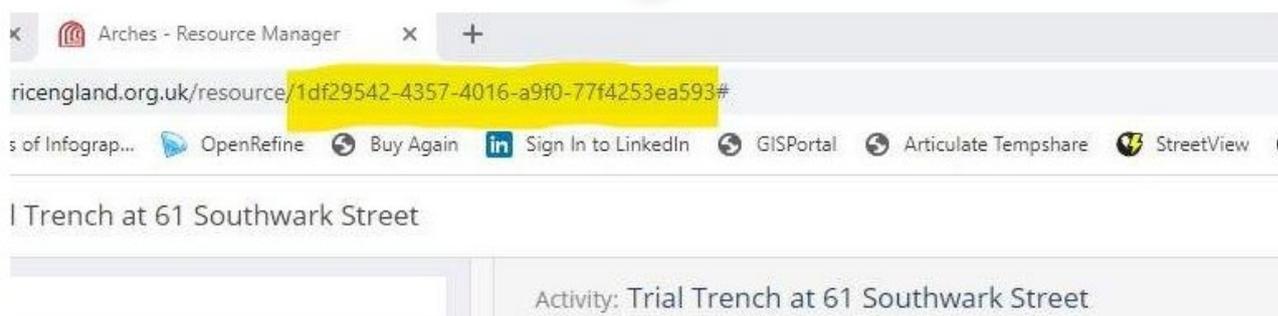
Link Text can be used to enter notes or descriptions relating to the linked source.

URL for link: Insert source URL and select *Add*.

Preview will display the URL as a live link that can be tested before committing it to the record.

System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.



← System Reference Numbers

System Reference Numbers

ResourceID

1df29542-4357-4016-a9f0-77f4253ea593

Legacy ID

ELO17872

Primary Reference Number

154305

Delete this record

Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

Primary Reference Number is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.

Period



Used to record the details of historic and cultural periods which a heritage resource may be associated with. A period is a spatio-temporal extent so where you are influences the period.

Preferred Period Names

Insert the preferred period name in the free-text node and select Add.

A screenshot of a software interface. On the left is a sidebar with a search bar "Find a card..." and a list of expandable/collapsible items. The "New Resource (Period)" item is expanded, showing a tree of sub-items: "Preferred Period Names" (highlighted with a blue bar and a plus icon), "Alternative Names", "Period Descriptions" (highlighted with a green bar), "Parent Period", "Period Types", "Dates", "Spatial Extent", "External Cross References", and "System Reference Numbers". Below these are "Related Resources" and "Manage Permissions". The main area on the right is titled "New Preferred Period Names" and contains a form. The form has a heading "Preferred Period Names" and a sub-heading "Enter the preferred name for the period." Below this is a green text box containing "(This card data will define the resource name.)". There are three input fields: "Period Name" (a text box with "Enter text" placeholder), "Period Name Use Type" (a dropdown menu with "Primary" selected), and "Currency" (a dropdown menu with "Current" selected). At the bottom of the form is a green button with a white plus sign and the text "Add".

Alternative Names

Where there are alternative, former or historic names for a particular period in addition to its preferred name, these can be recorded in the Alternative Names card. free-text node. Indicate the context of the alternative name by populating the appropriate radio-button: Current/Former/Historic.

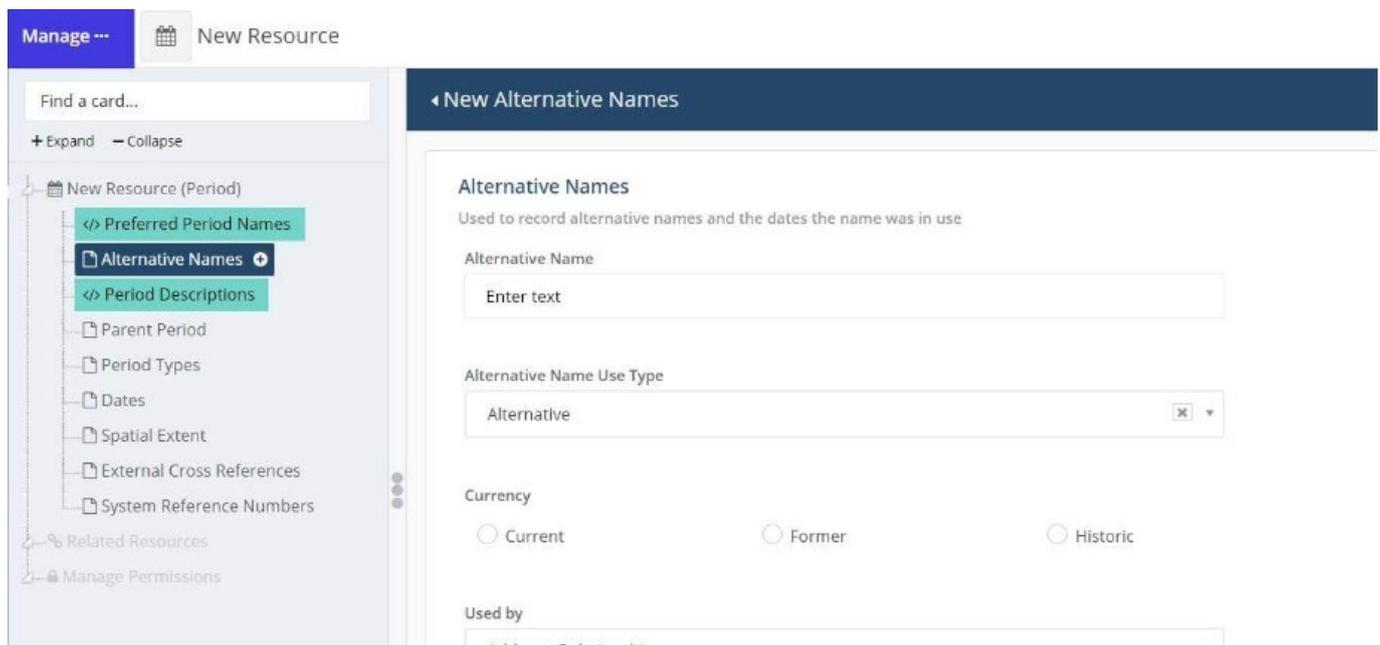
Alternative Name is a free-text node.

Alternative Name Use Type allows a context to be assigned to the name by selecting an entry from the drop-down list of terms (for example, *Alternative*).

Currency contains three radio buttons. Populate the appropriate entry to indicate whether the name is a currently used alternative name, a formerly used one, or whether it is used in an historic context.

The **Used by** node facilitates the recording of individuals or organizations to which the use of the alternative name can be attributed.

If known, the **Earliest Date of Use** can be recorded, as can the **Latest Date of Use** where relevant. The **Date Qualifier** node adds context to the date, or date range, by defining the relationship between the name use and the date values (for example, *Between* or *Post*).



Additional Alternative Names can be recorded by selecting the Alternative Names facet title in the tree view on the left of the screen to open a new, empty card.

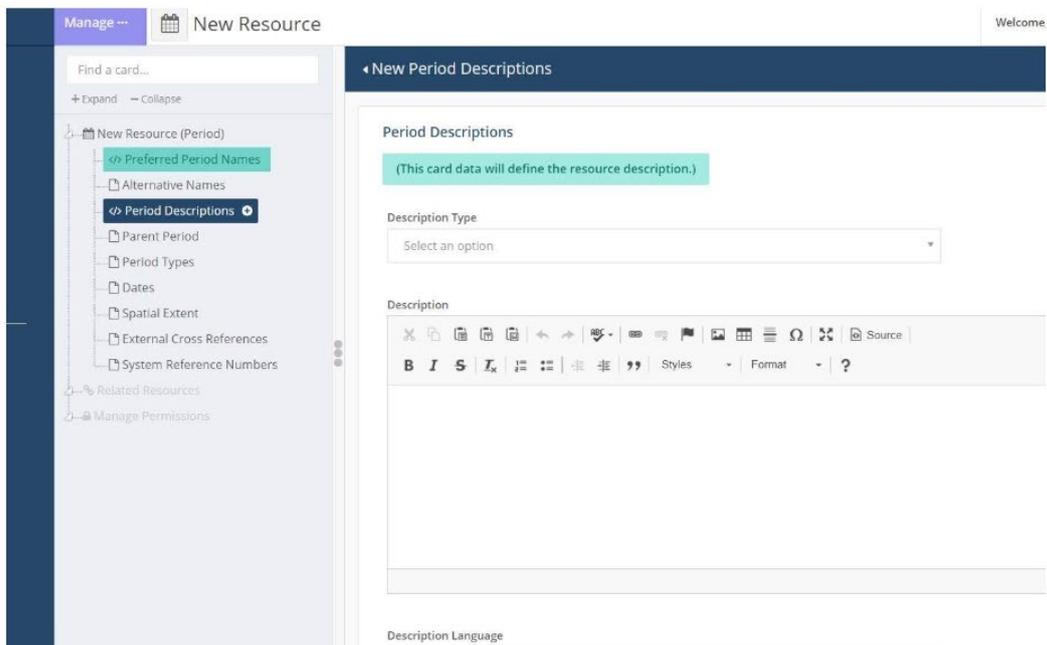
Period Descriptions

Select the **Period Descriptions** facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.

Insert free-text descriptive text into the **Description** field and select an appropriate **Type** (e.g. **Summary**, **Full**, **Notes** etc.) before selecting **Add**.

Where appropriate, a **Description Language** can be selected from a drop-down list of values.

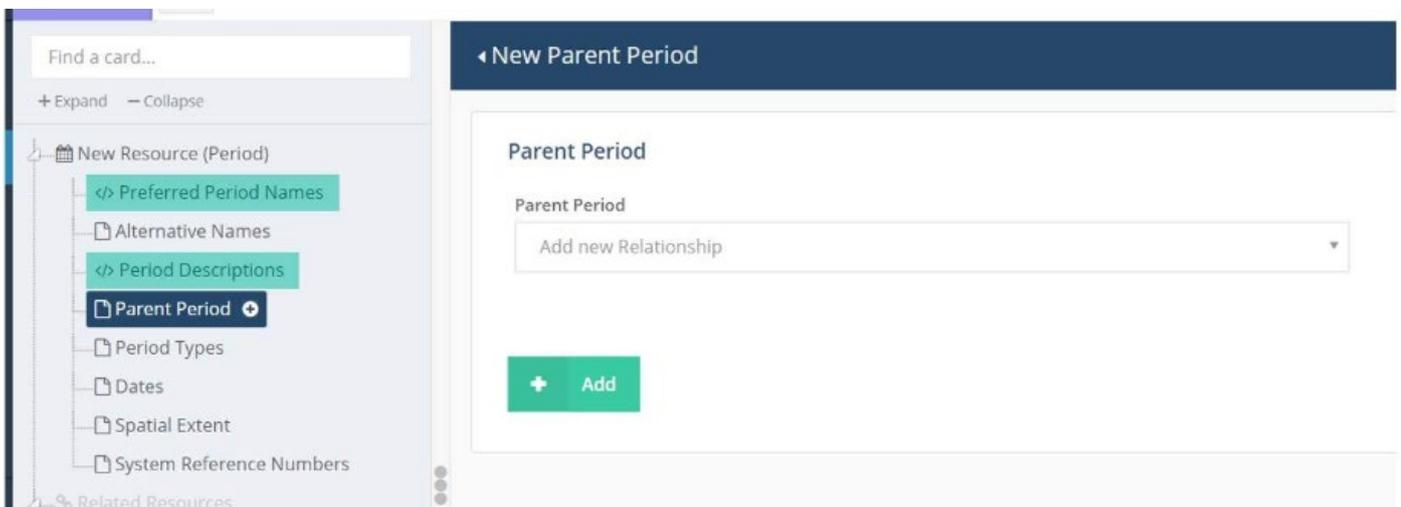
To add a further Description, re-select the **Period Descriptions** facet title from the tree view on the left of the screen to open a new, empty card.



Parent Period

If the period being recorded is a child of, or falls within, a longer period, this relationship can be established by recording the Parent Period.

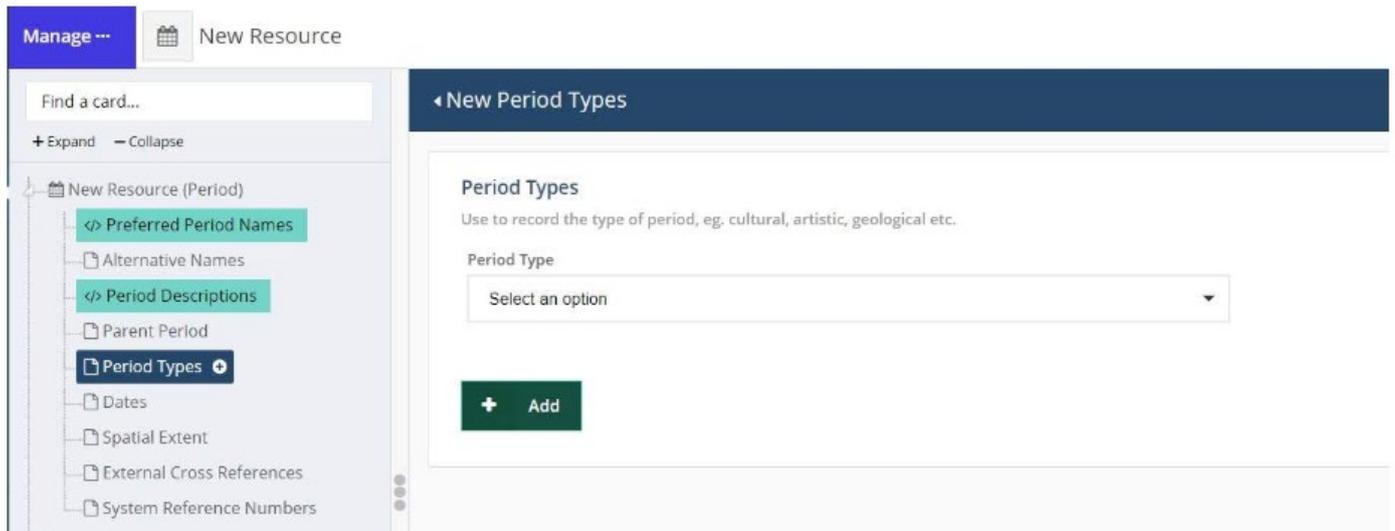
Insert the name of the Parent Period (for example, Iron Age if recording Early Iron Age) by retrieving and selecting it from the drop-down list of Period resources. Insure the the Parent Period is present in the Arches for HERs Period resource first.



Period Types

This cards enables the categorization of the period being recorded by selecting a descriptive term.

Select the category from the drop-down list that describes the period being recorded (for example, Artistic Period).

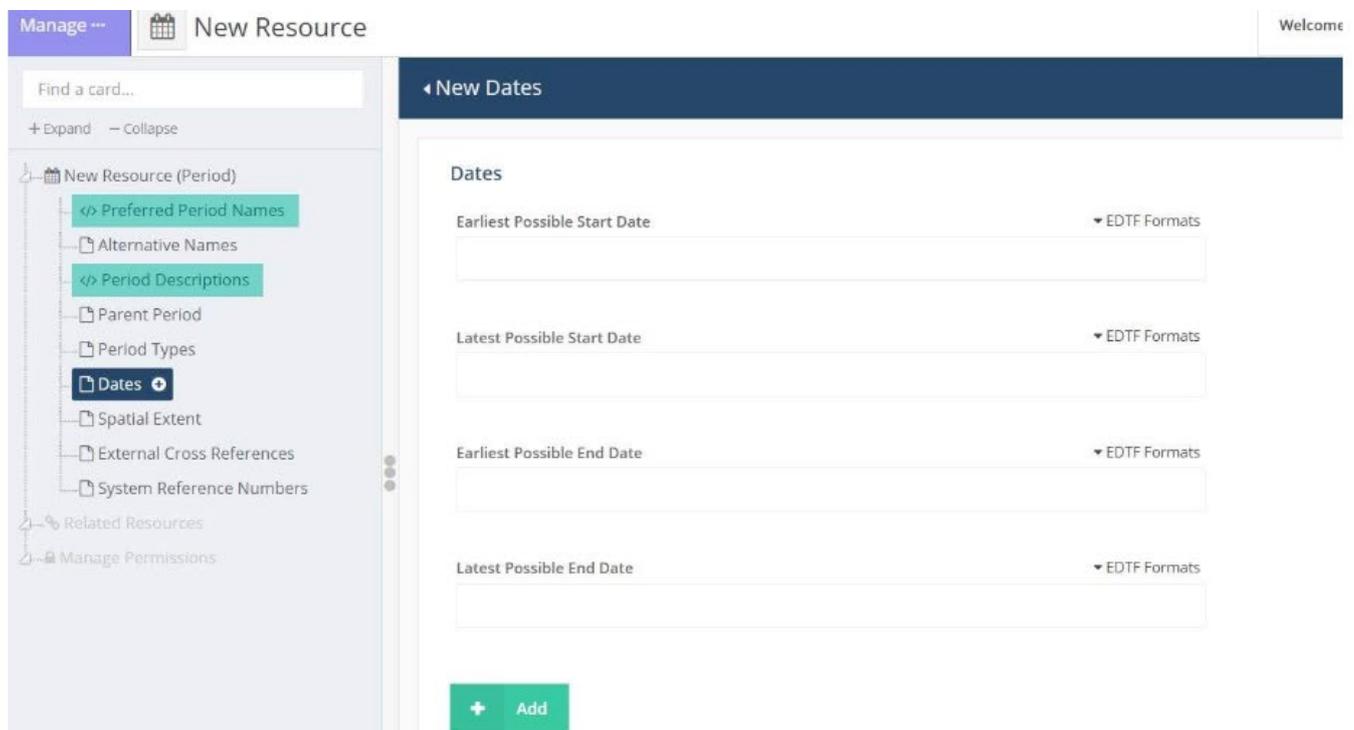


Dates

This card facilitates the recording of the date range covered by the period being recorded.

Earliest and Latest nodes enable the expression of the start and end dates as date ranges in their own right.

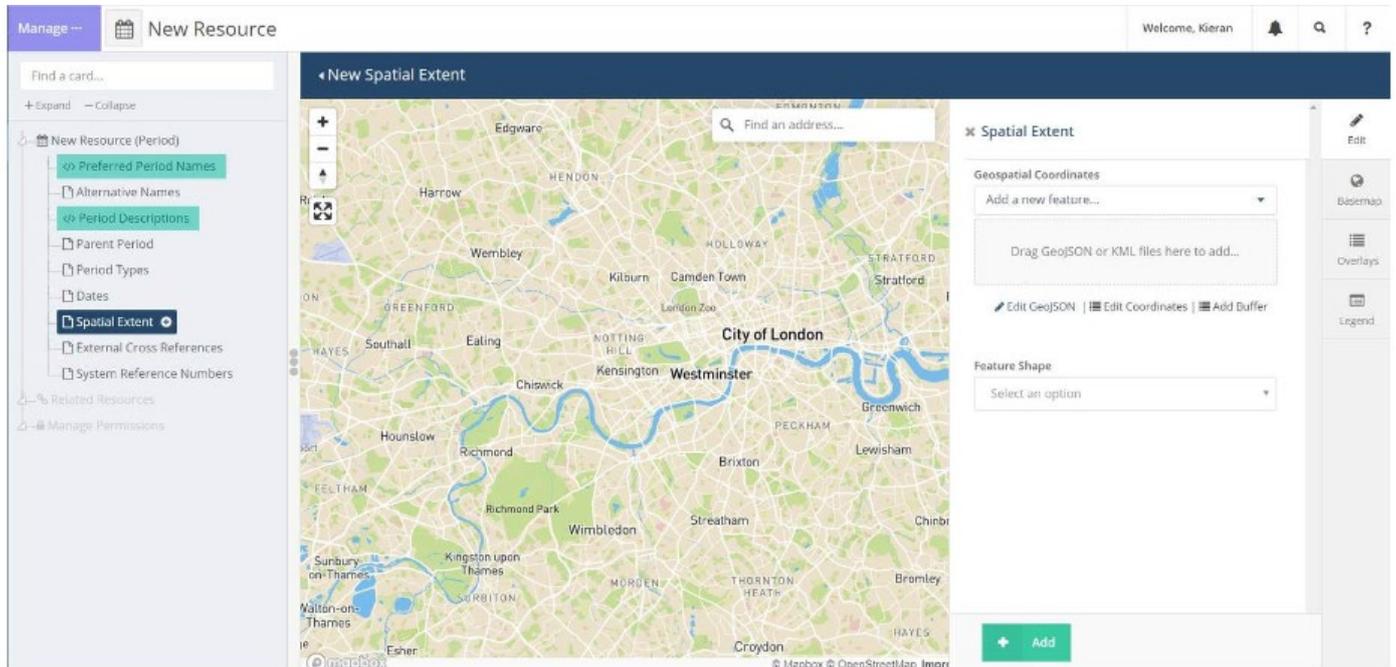
Insert the minimum and maximum dates to express the range covered by the period. See the guidance on using EDTF formats in the card.



Spatial Extent

Where certain periods may be confined to specific geographic locations, this can be captured as a spatial extent.

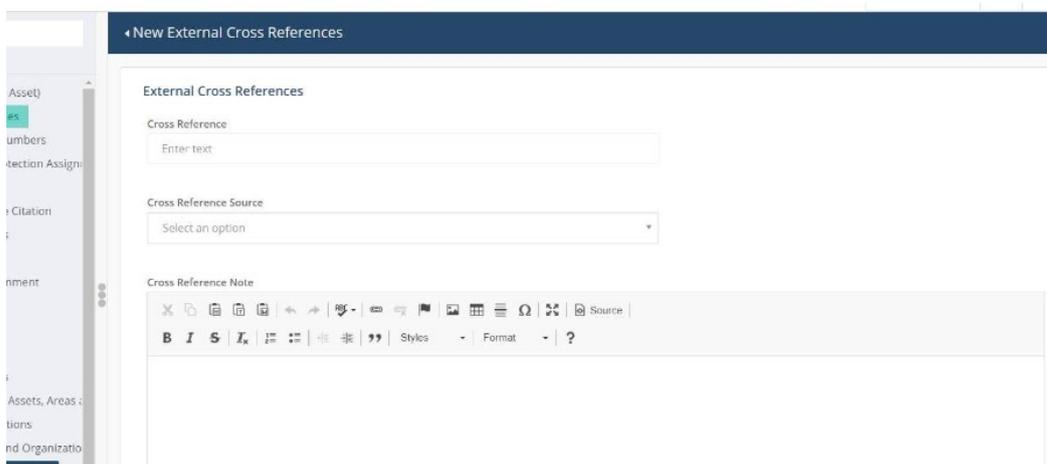
To apply a map depiction of the site associated with the Period, select the Spatial Extent facet from the tree view on the left of the screen. A map display will open with the Edit panel displayed. This contains a selection of drawing tools and options for creating your spatial depiction.



For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

External Cross References

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).



Cross Reference: Insert the identifier, such as a number or alpha-numeric value.

Cross Reference Source: Insert the name of the information system or organisation that contains the cross reference (e.g. *AIP Record Number*) and select the entry from the drop-down list of matching values.

Cross Reference Note is a free-text node for recording any additional details or comments.

To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

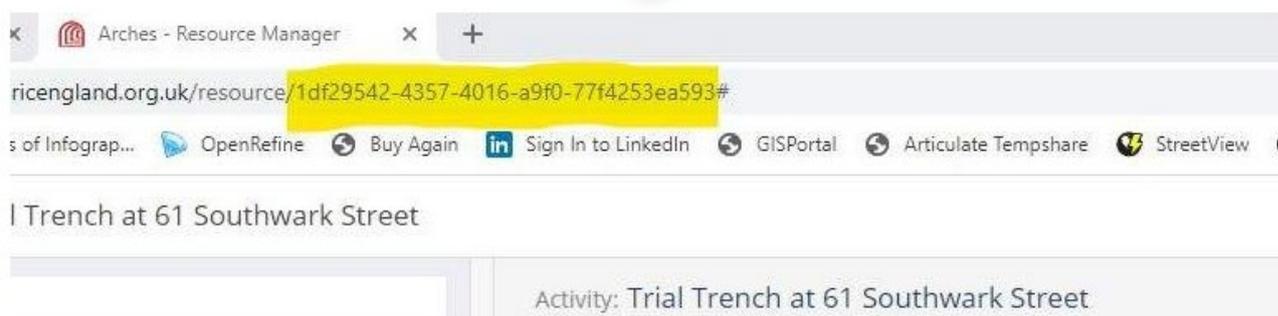
Link Text can be used to enter notes or descriptions relating to the linked source.

URL for link: Insert source URL and select *Add*.

Preview will display the URL as a live link that can be tested before committing it to the record.

System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.



← System Reference Numbers

System Reference Numbers

ResourceID

1df29542-4357-4016-a9f0-77f4253ea593

Legacy ID

ELO17872

Primary Reference Number

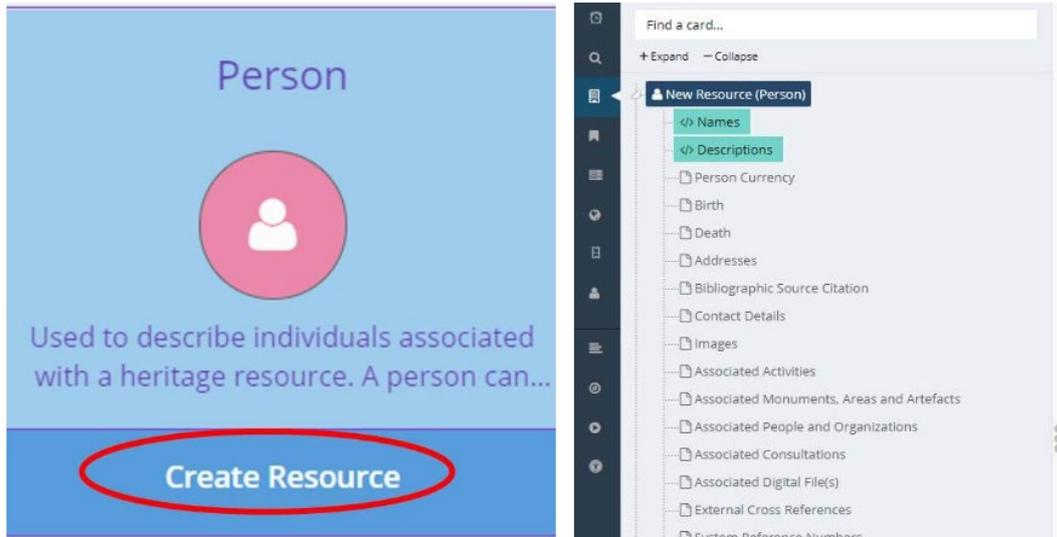
154305

Delete this record

Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

Primary Reference Number is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.

Person



Used to describe individuals associated with a heritage resource. A person can either be current (eg. owners, developers etc) or a person of historic interest (eg. an author who formerly lived in a heritage resource).

Select the **Create Resource** option from the **Resource Manager** page, or access **Create New Resource** from the vertical toolbar on the left of the screen when elsewhere in the application.

Names

Insert the person's name in the separate dedicated nodes as below: Forename(s), Surname etc. Add an epithet is relevant, and specify a Name Use Type (for example, Primary, Maiden, Pseudonym etc.). A list of values is available as a drop-down list.

Once the name has been saved, the *Full Name* node at the top of the card will automatically populate.

NOTE: Currently, where name element nodes are not used, the auto populate will leave spaces which you may wish to remove.

The image shows a screenshot of the 'New Names' form. The form is titled 'New Names' and has a dark blue header. It contains several text input fields: 'Full Name' (with 'Enter text' placeholder), 'Title' (with a dropdown arrow), 'Forename(s)' (with 'Enter text' placeholder), and 'Initial(s)' (with 'Enter text' placeholder). The form is displayed in a sidebar menu, which is partially visible on the left. The sidebar menu is titled 'New Resource (Person)' and has a search bar at the top. The menu items include 'Names', 'Descriptions', 'Person Currency', 'Birth', 'Death', 'Addresses', 'Bibliographic Source Citation', 'Contact Details', 'Images', 'Associated Activities', 'Associated Monuments, Areas and Artefacts', 'Associated People and Organizations', 'Associated Consultations', 'Associated Digital File(s)', 'External Cross References', and 'System Reference Numbers'. The 'Names' and 'Descriptions' items are highlighted in green.

Descriptions

This card contains a free-text node for the addition of descriptive text relevant to Person resource being recorded. A Description Type, such as Notes, can be added, as well as the Description Language for text reproduced from non-English language sources.

The screenshot shows the 'New Resource' form with the 'New Descriptions' section expanded. The left sidebar contains a tree view with 'Names' and 'Descriptions' highlighted. The main form area has a header 'New Descriptions' and a sub-header 'Descriptions'. Below this is a text box with the placeholder '(This card data will define the resource description.)'. A 'Description Type' dropdown menu is set to 'Select an option'. Below that is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other formatting options. At the bottom of the form is a green '+ Add' button.

Person Currency

This card indicates the currency of the name of the person being recorded, with radio buttons indicating whether the name is current, former or one historic in nature.

The screenshot shows the 'New Person Currency' form. The left sidebar has 'Person Currency' highlighted. The main form area has a header 'New Person Currency' and a sub-header 'Person Currency'. Below this is a 'Currency' section with three radio buttons: 'Current', 'Former', and 'Historic'. At the bottom of the form is a green '+ Add' button.

Birth

This card records the Date of Birth, Birthplace and parents (Father and Mother) if known.

Find a card...

+ Expand - Collapse

New Resource (Person)

- <> Names
- <> Descriptions
- Birth**
- Death
- Person Currency
- Addresses
- Contact Details
- Images
- Bibliographic Source Citation
- Associated Activities
- Associated Actors
- Associated Consultations
- Associated Digital File(s)
- Associated Heritage Assets, Areas
- External Cross References
- System Reference Numbers

Related Resources

New Birth

Birth

Date of Birth ▼ EDTF Formats

Birthplace

Father

Mother

+ Add

Death

This card facilitates the recording of a Date of Death and/or Place of Death if known.

Find a card...

+ Expand - Collapse

New Resource (Person)

- <> Names
- <> Descriptions
- Birth
- Death**
- Person Currency
- Addresses
- Contact Details
- Images
- Bibliographic Source Citation
- Associated Activities
- Associated Actors

New Death

Death

Date of Death ▼ EDTF Formats

Place of Death

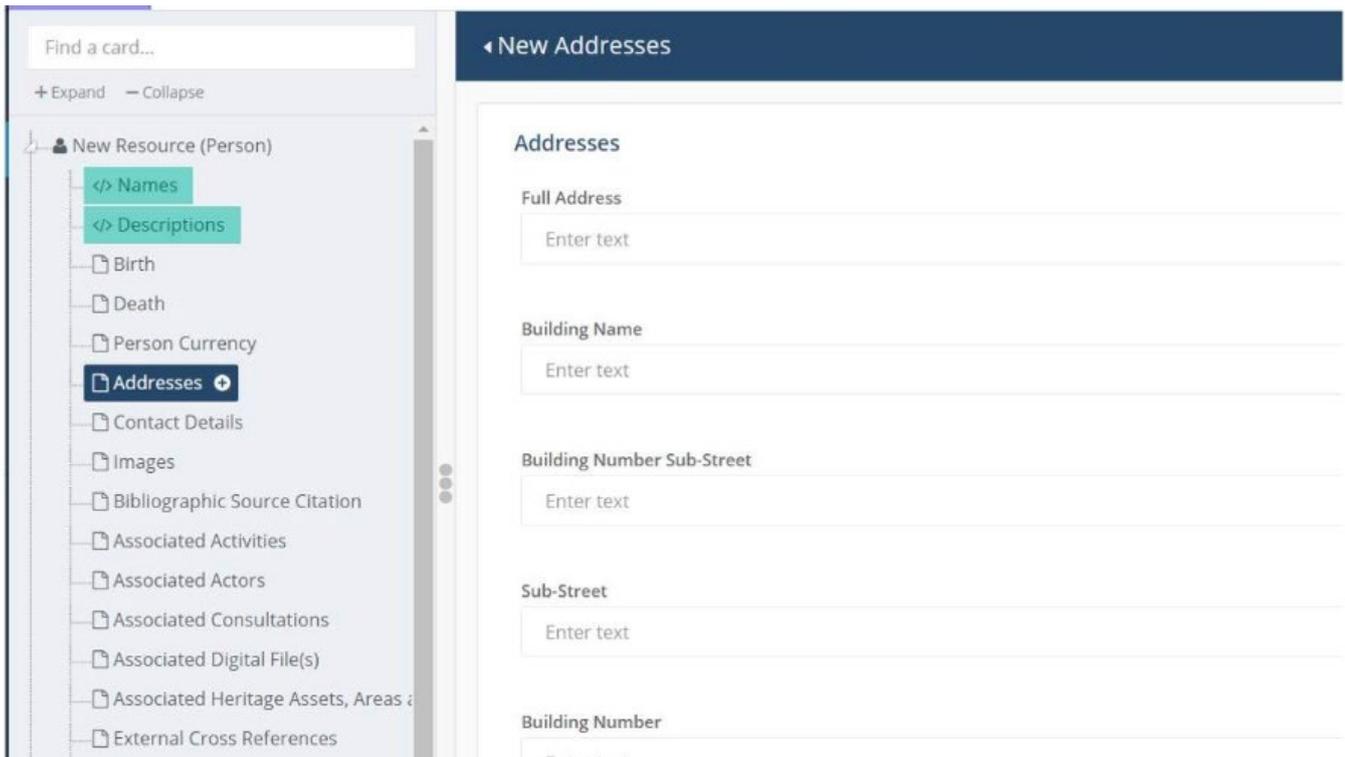
+ Add

Addresses

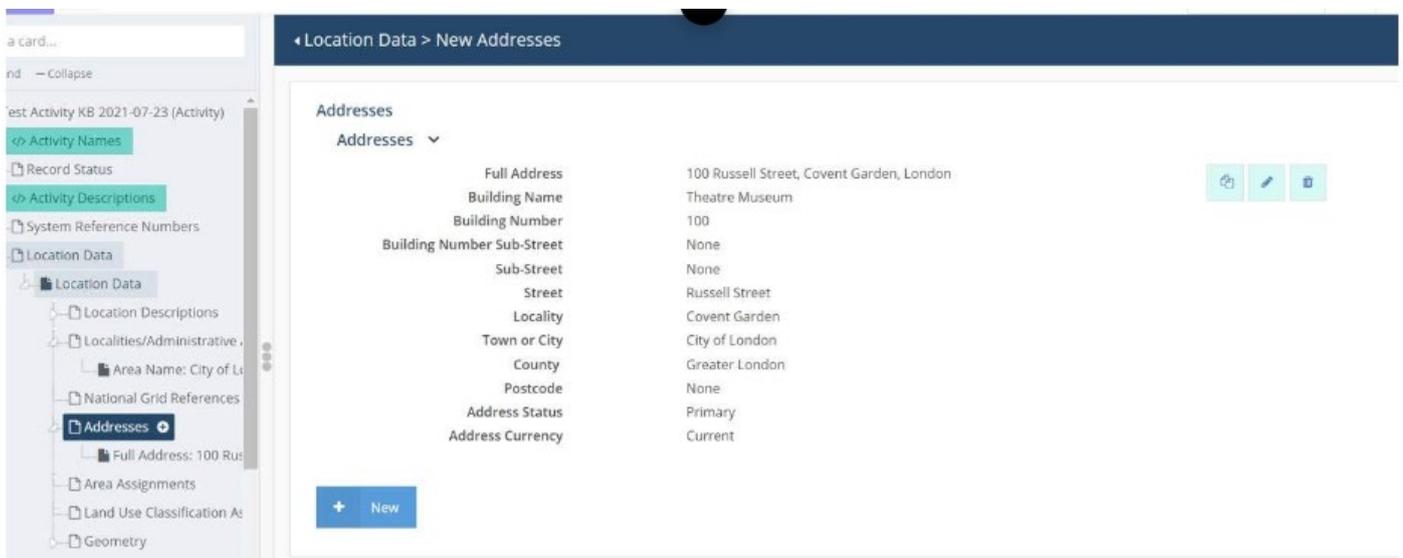
Where known, and appropriate to record, Addresses can be entered using the address element nodes: Building Name, Building Number, Street etc.

The *Full Address* node will be auto-populated once the different address elements have been recorded separately and saved.

Note: Currently, where address text boxes are not used, the Full Address auto-populate displays these null values as commas - for example. Woodcote High School,, , Meadow Rise, , Coulsdon, , CR5 2EH.

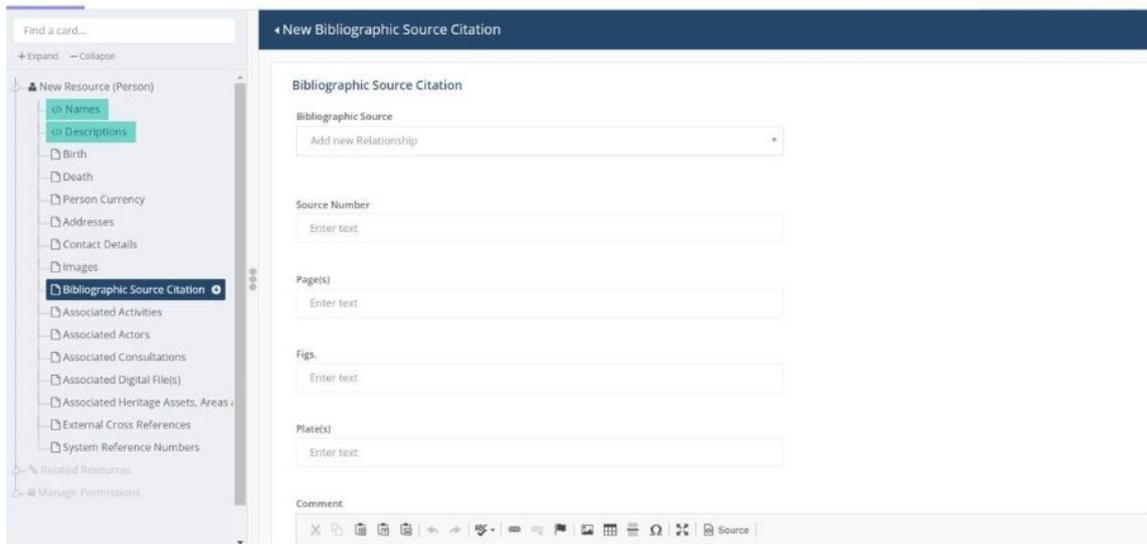


Former or historic addresses can be recorded (utilising the Former or Historic Currency setting) by re-selecting the Address facet title in the tree view on the left of the screen. This will open a summary of the address already entered with a **New** button below with which to open a new, empty Address card.



Bibliographic Source Citation

Where information has been gleaned from a bibliographic source, the source can be cited in this card and cross-referenced to the resource Descriptions.



The bibliographic source should be present in the *Bibliographic Source* Resource (if it isn't, a new entry should be created) and can be retrieved by entering a UID or source name in the Bibliographic Source node at the top of the card.

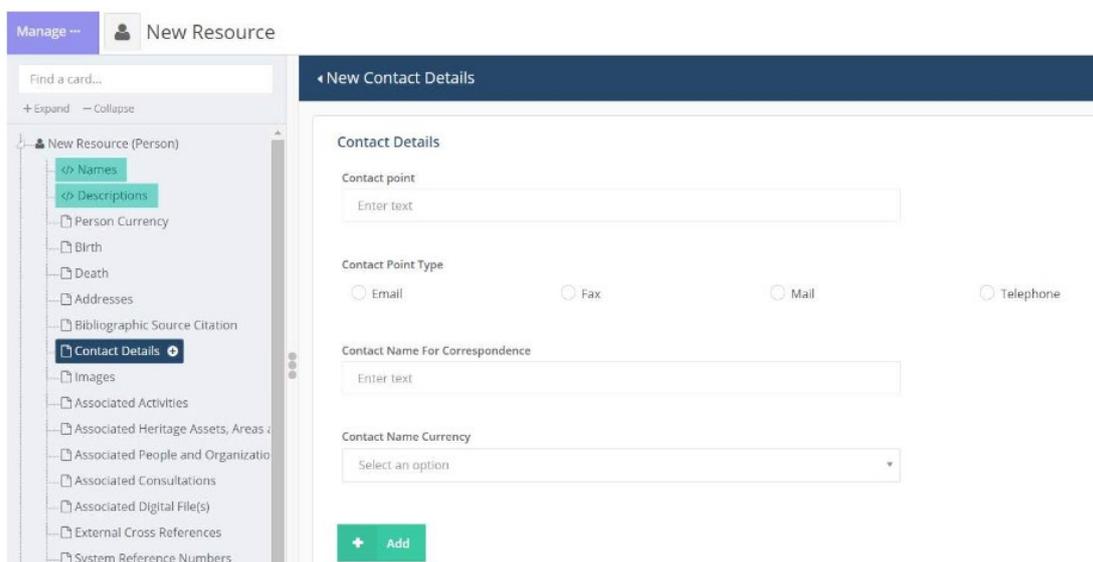
The Source Number (for example, 1) should be entered in the resource Description to indicate which item of information originated from this particular source. Specific Page, Figure and Plate references can be recorded, as well as further comments or explanation in the free-text Comment node.

Contact Details

This card facilitates the recording of a telephone number, address or email address, the **Contact Point**, for the person being recorded where known and appropriate to do so. Indicate the contact medium by selecting the appropriate **Contact Point Type**.

The **Contact Name for Correspondence** may not necessarily be the same person who is the subject of the Resource; or the subject may use a different name for correspondence.

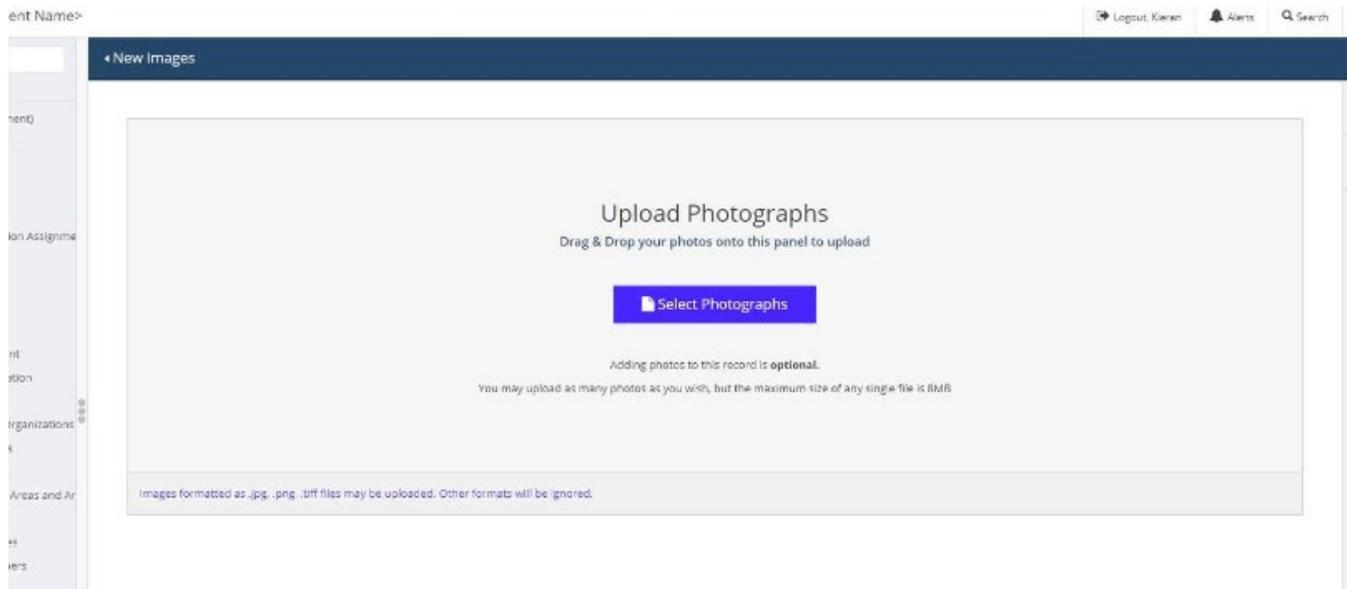
Whether the Contact Name for Correspondence is still current or not can be defined by choosing a value from the drop-down list attached to the **Contact Name Currency** node.



Additional Contact Details can be recorded by reselecting the facet from the tree view on the left of the screen to open a new, empty card.

Images

This card facilitates the uploading of one or more images (maximum file size for any single item is 8MB) by either dragging and dropping the file onto the panel, or browsing and selecting files using the **Select Photographs** button.



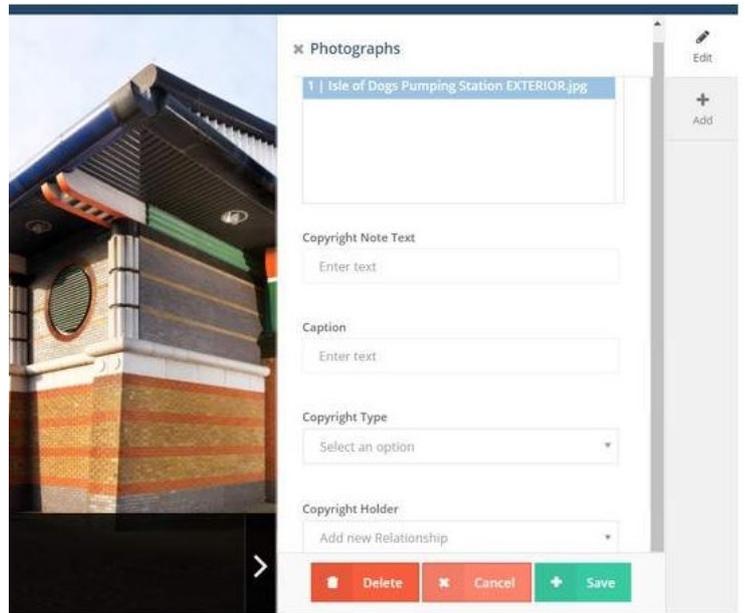
When the image is loaded, a gallery view of all uploaded images is displayed at the bottom of the screen.

Edit and *Add* options will appear on the right of the screen.

The *Edit* option allows you to create a caption for the image and add copyright information (insuring that the Copyright Holder is already present in the Arches for HERs People or Organizations resources and therefore retrievable and selectable from the drop-down list).

Select Save to commit the image to the record.

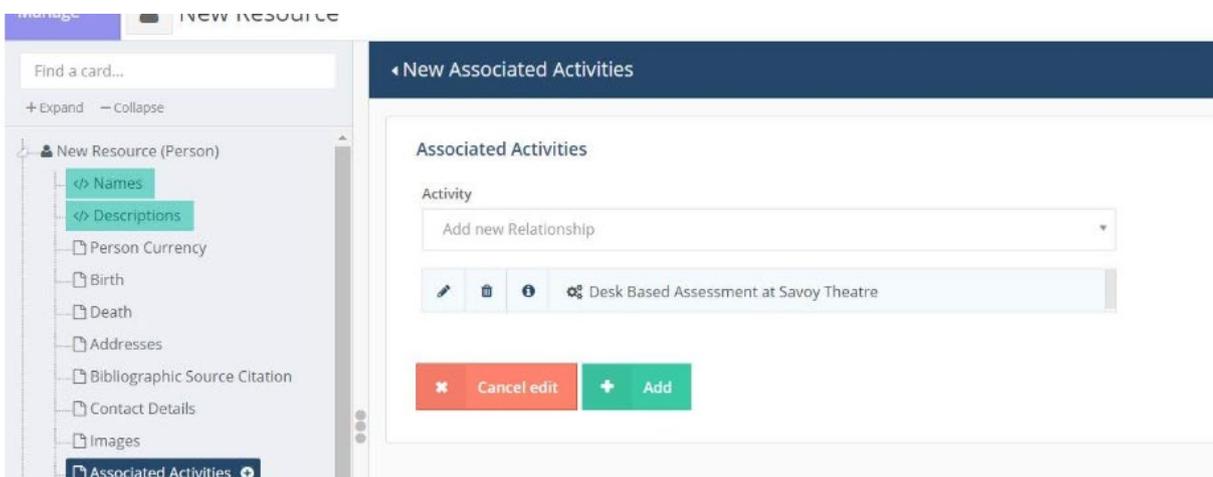
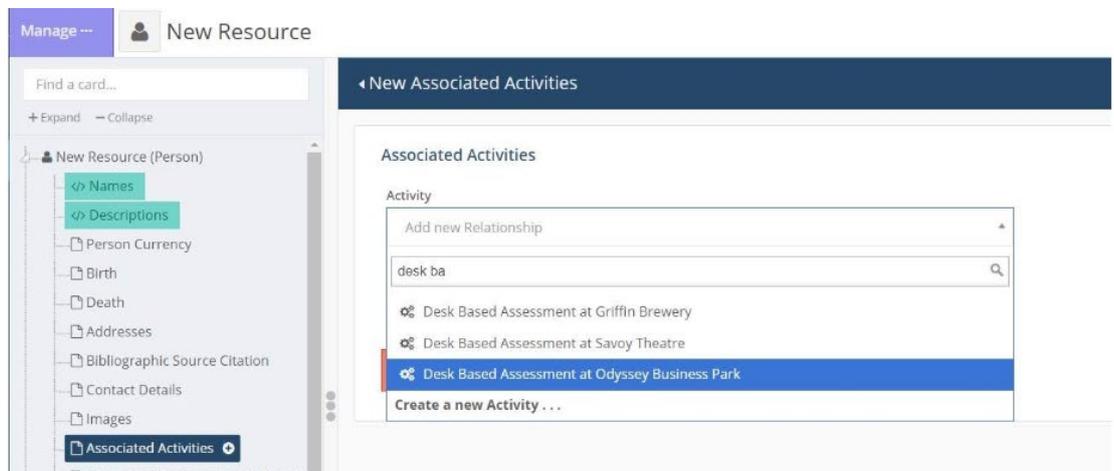
Selecting the **Add** command opens up a new *Select Photographs* panel to facilitate the selection of further images.



Associated Activities

This Facet allows the user to create an association with an Activity using the following data:

Activity: Insert the Name or UID of the associated Activity to access a filtered drop-down list of matching values to select the appropriate entry.



More than one Activity can be selected.

As each entry is selected, it will appear in a panel below the *Activity* node with three icons attached:

The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

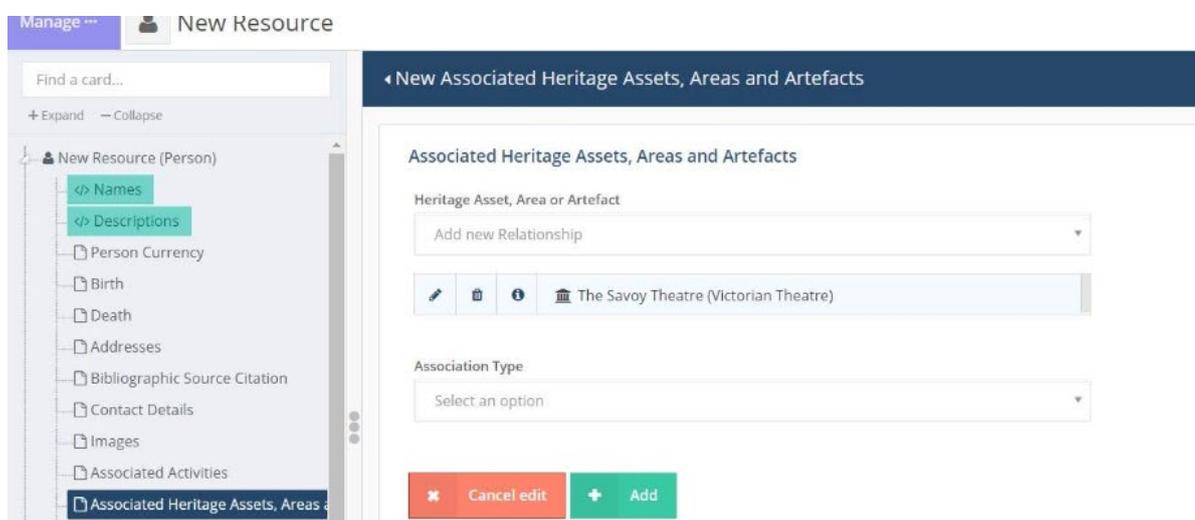
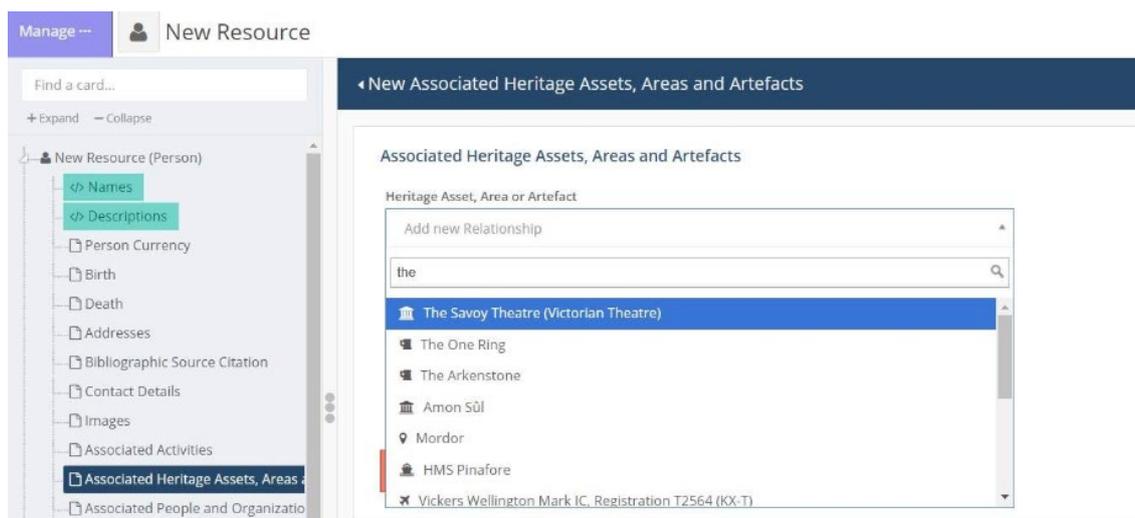
The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form).

Associated Monuments, Areas and Artefacts

This Facet allows the user to create an associations with Arches for HERs Resources recorded as Monuments, Areas or Artefacts by inserting the Name or UID of the associated Resource and selecting it from the filtered drop-down list.

Select an appropriate Association Type to define the relationship between the Person and the selected resource(s) (for example, *General association*).



More than one resource can be selected.

As each entry is selected, it will appear in a panel below the *Heritage Asset, Area or Artefact* node with three icons attached:

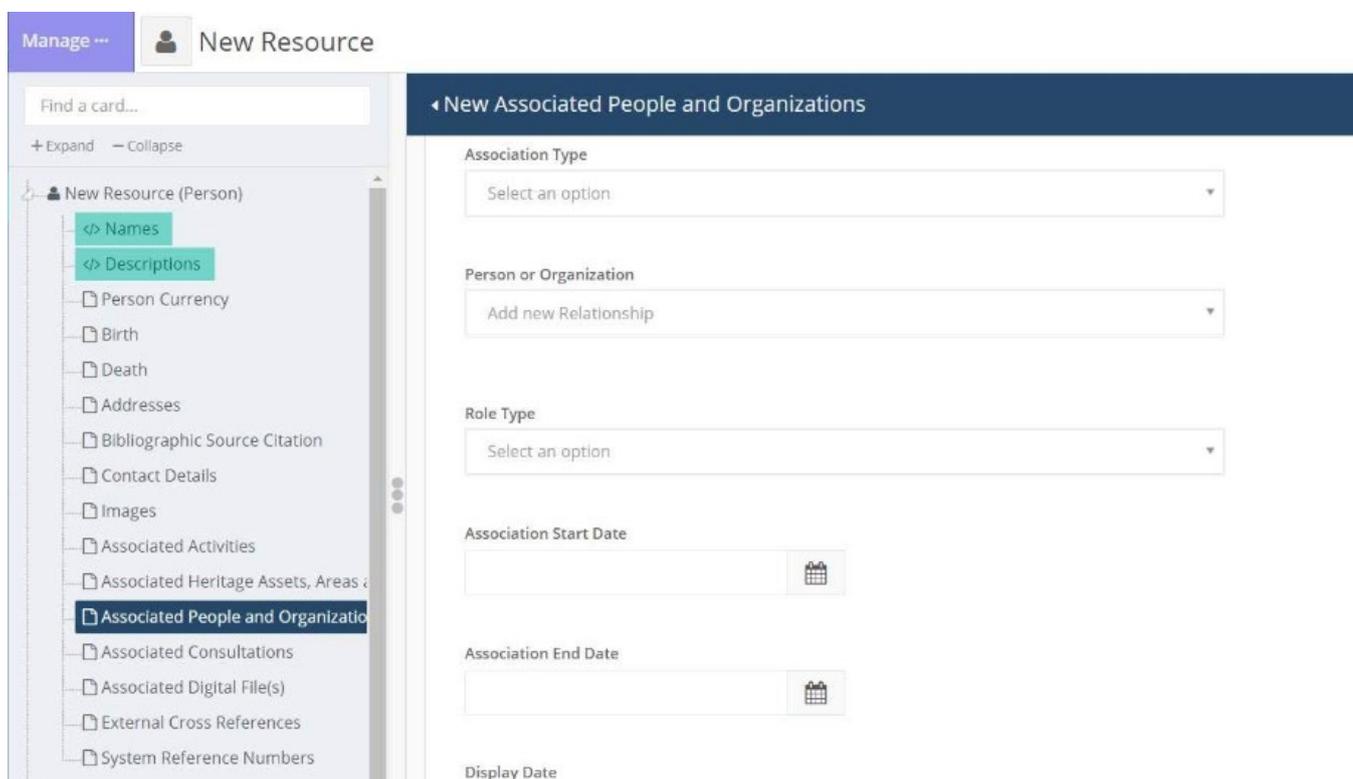
The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form).

Associated People and Organizations

This Facet allows the user to create an association with an individual and/or organization and define the context of the relationship by defining a role.



The screenshot displays the 'New Resource' interface. On the left, a sidebar titled 'New Resource (Person)' lists various facets, with 'Associated People and Organizations' highlighted in blue. The main area is titled 'New Associated People and Organizations' and contains several form fields: 'Association Type' (a dropdown menu with 'Select an option'), 'Person or Organization' (a dropdown menu with 'Add new Relationship'), 'Role Type' (a dropdown menu with 'Select an option'), 'Association Start Date' (a text input field with a calendar icon), and 'Association End Date' (a text input field with a calendar icon). At the bottom, there is a 'Display Date' label.

Association Type: Select a term from the drop-down list to indicate the broad relationship between the Person and the associated Person or Organization (e.g. *General Association*).

Person or Organization: Retrieve and select the individual or organization from the drop-down list of resources.

If a person or organization does not already exist as an Arches for HERs Resource, and is therefore un-selectable in the card, it will need to be created as a new Resource (People/Organization).

Role Type: Select a Role Type term from the drop-down list to clarify the context of the association (for example, *Employee*).

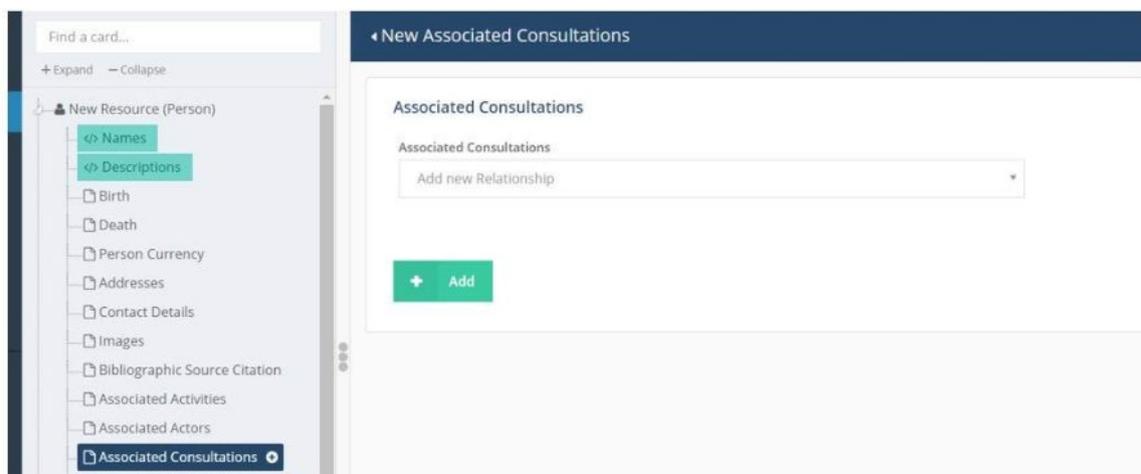
Association Start Date/End Date: These nodes are used to express a specific date range by entering a minimum and maximum date value (for example 1914-01-01, 1916-12-31). Values can be inserted using the calendar functions attached to the nodes, or else entered manually in YYYY-MM-DD format.

Display Date: This is a free-text node facilitating the inclusion of a non-standardised date or date range (for example, 1914-16).

Date Qualifier: Select an appropriate qualifier to express the context of the data or date range described to the associated Person or Organization (e.g. *At some time* would imply the actor was involved between the minimum and maximum dates recorded, but it is not possible to say what date exactly; *Between* would imply the actor's association began on the minimum date and concluded on the maximum date).

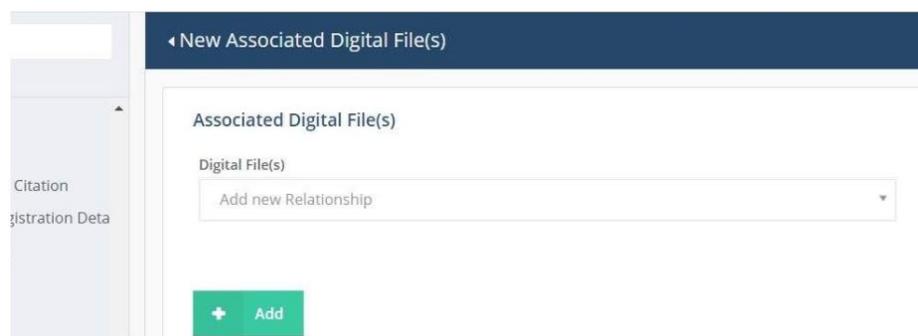
Associated Consultations

This Facet allows the user to create an association with a Consultations Resource by inserting the Name or UID of the associated Consultation and selecting it from the filtered drop-down list.



Associated Digital File(s)

This Facet allows the user to create an association with a Digital Object Resource by inserting the Name or UID of the associated Digital File and selecting it from the filtered drop-down list.



Associated Digital File(s)

Digital File(s)

Add new Relationship

clerkenwell

05.21 Clerkenwell Green, WSI Evaluation

30-32 Clerkenwell Green CLO33348-

Communication for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021

15/06/2021 Letter for Consultation for 30-32 , Clerkenwell Green, London Borough of Islington, London, Greater London, EC1R 0DU on 01/04/2021

← New Associated Digital File(s)

Associated Digital File(s)

Digital File(s)

Add new Relationship

✎ ✖ ⓘ Fuller's Story

✕ Cancel edit + Add

More than one file can be selected.

As each entry is selected, it will appear in a panel below the *Digital Files(s)* node with three icons attached:

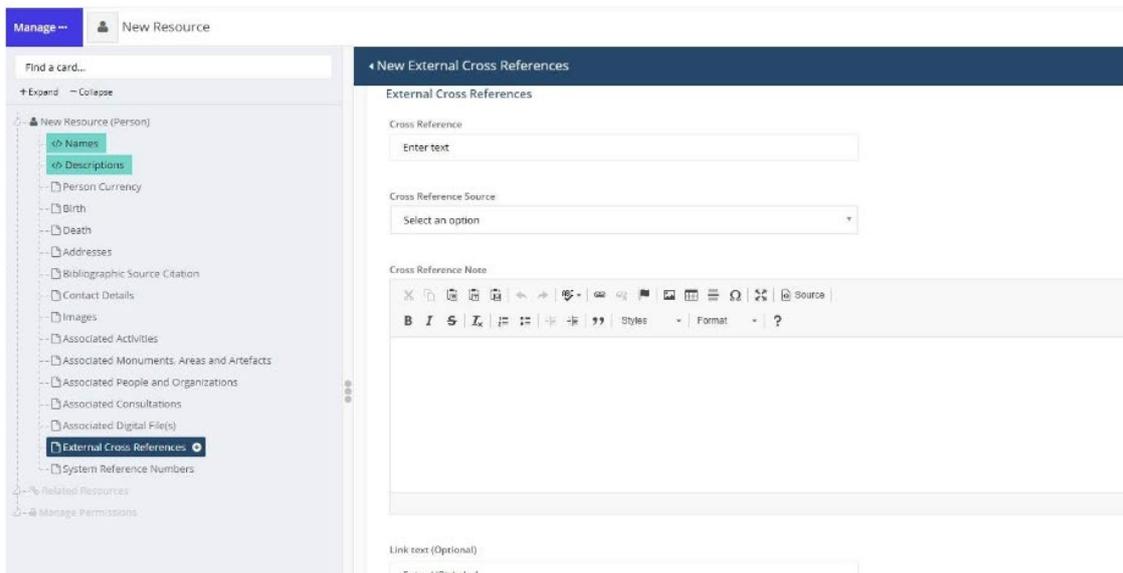
The **Edit** icon allows you to open the associated resource to view the record or (with appropriate permissions) edit the resource.

The **Delete** icon will remove the selected resource from the card.

The **Information** icon will open a brief summary of the selected resource (to close the this summary, select the X icon in the top-right corner of the Summary form).

External Cross References

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).



Cross Reference: Insert the identifier, such as a number or alpha-numeric value.

Cross Reference Source: Insert the name of the information system or organisation that contains the cross reference (e.g. *AIP Record Number*) and select the entry from the drop-down list of matching values.

Cross Reference Note is a free-text node for recording any additional details or comments.

To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

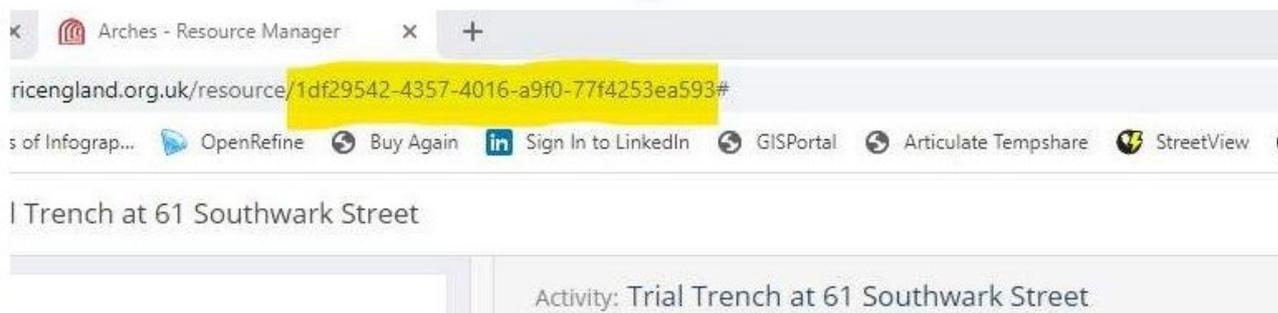
Link Text can be used to enter notes or descriptions relating to the linked source.

URL for link: Insert source URL and select *Add*.

Preview will display the URL as a live link that can be tested before committing it to the record.

System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.



← System Reference Numbers

System Reference Numbers

ResourceID
1df29542-4357-4016-a9f0-77f4253ea593

Legacy ID
ELO17872

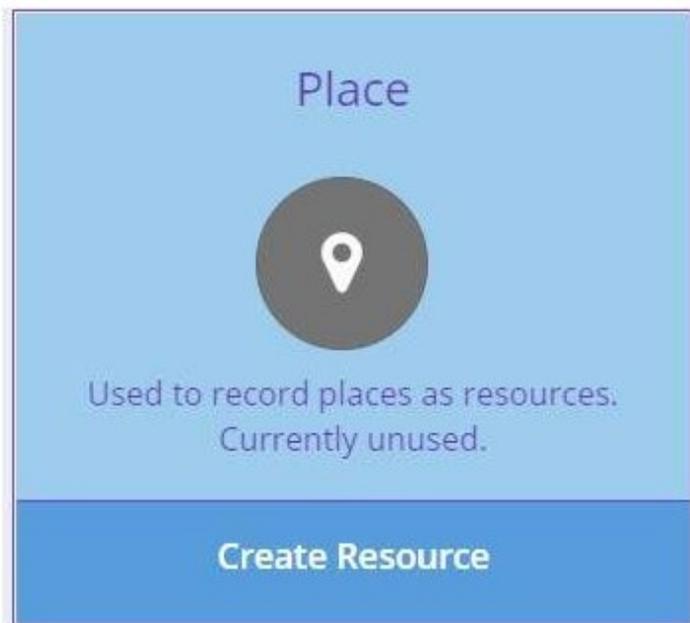
Primary Reference Number
154305

Delete this record

Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

Primary Reference Number is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.

Place

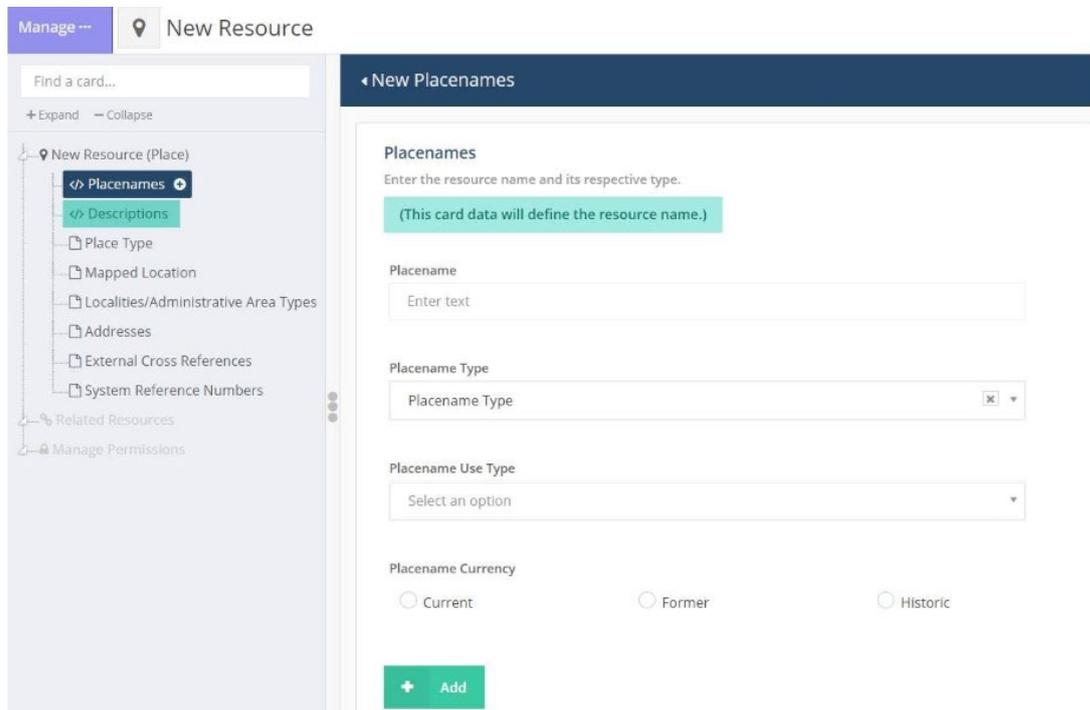


Used to record places as Resources.

Placenames

Select the Placenames facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.

To assign a name to the Place, insert text in the Placename node, then select the appropriate status (e.g. Primary) from the Placename Type field's drop-down list.



The Placename Use Type node allows you to assign a context to the value (for example, Former, Alternative etc.)

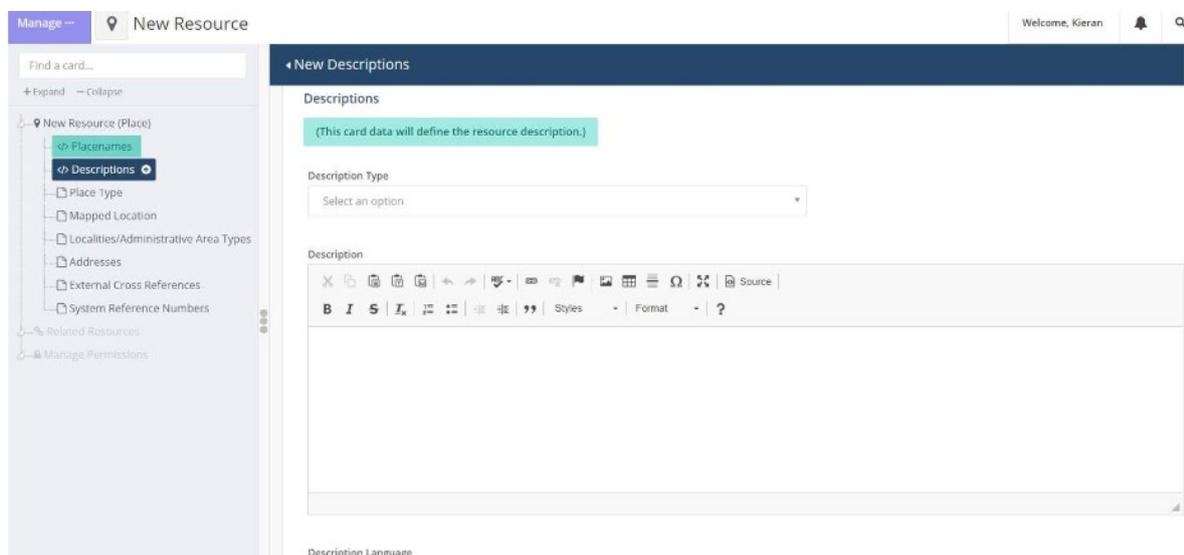
The Currency node allows you to define a context for the Name and Type (e.g. Current).

To add a further value, such as a Former, or Alternative name, re-select the Activity Names Facet from the left-hand column. The card will re-open to enable further data entry.

Descriptions

Select the Descriptions facet title from the tree-view on the left of the screen. This will open a new, empty card in which to enter data.

Insert free-text descriptive text into the Description field and select an appropriate Type (e.g. Summary, Full, Notes etc.) before selecting Add.

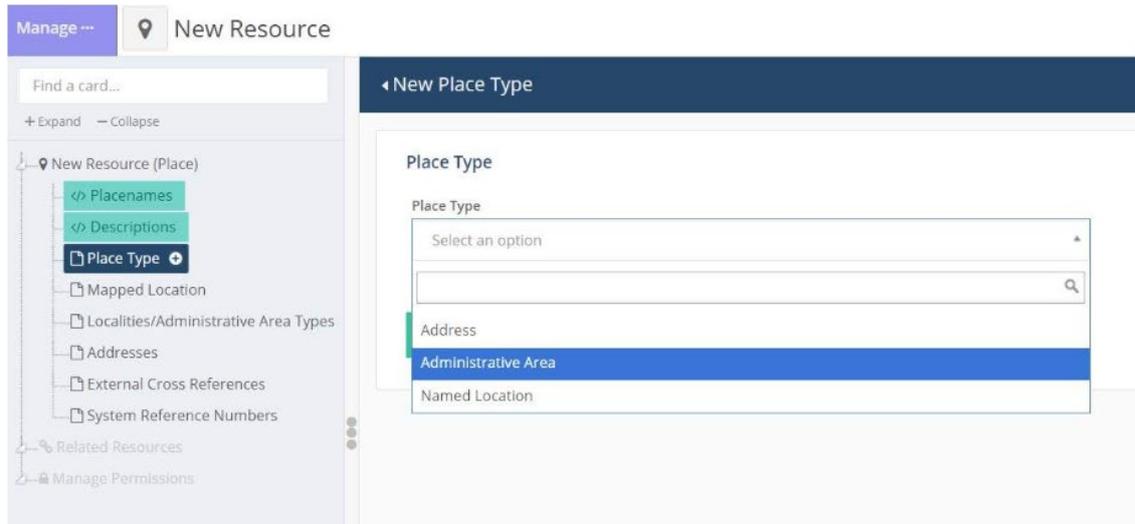


Where appropriate, a Description Language can be selected from a drop-down list of values.

To add a further Description, re-select the Descriptions facet title from the tree view on the left of the screen to open a new, empty card.

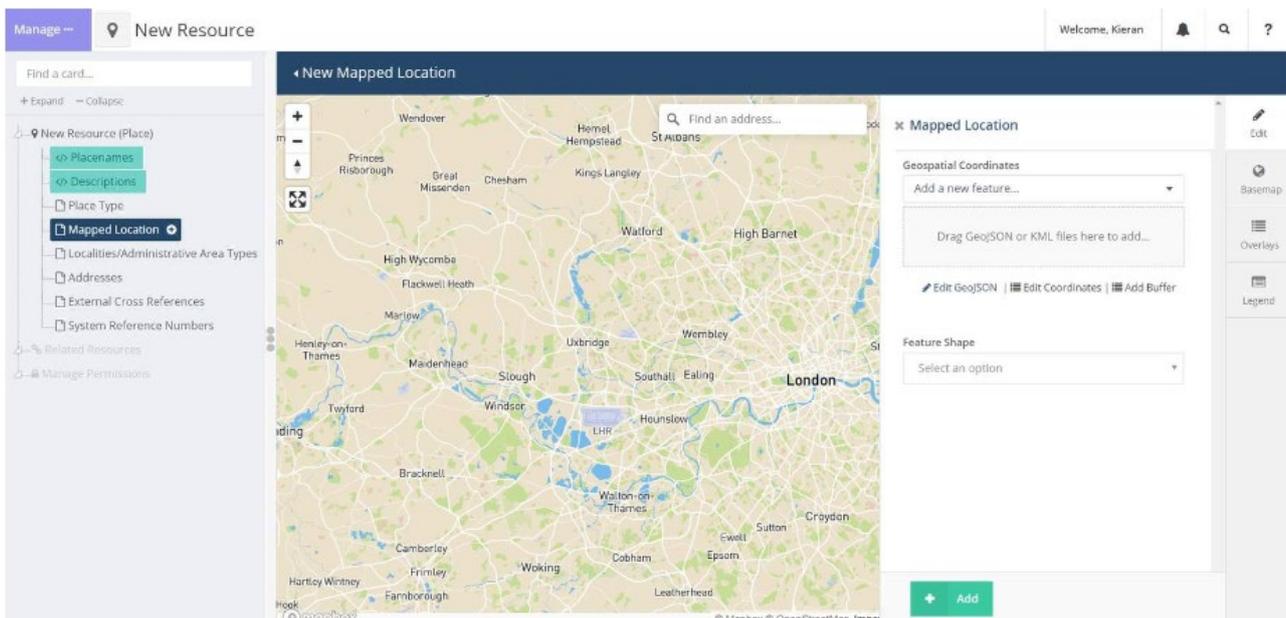
Place Type

This card allows the user to define what type of place is being recorded: whether it is an address, and Administrative Area, or a Named Location.



Mapped Location

To define a spatial extent for the Place being recorded, select the Mapped Location facet from the tree view on the left of the screen. This will open a map interface with drawing tools for defining the Place's extent.



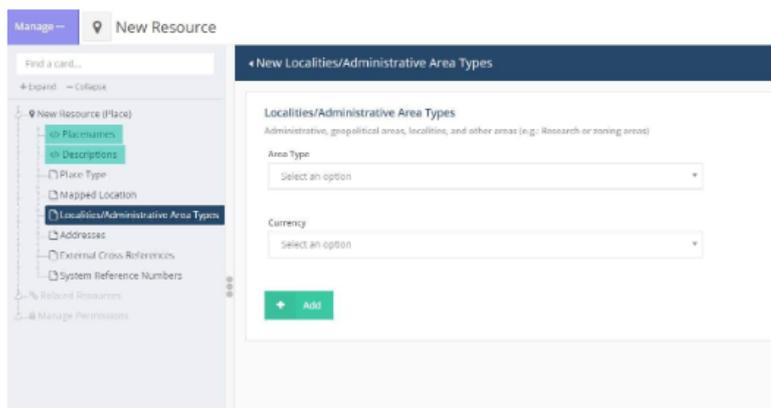
For information on creating spatial features, see the guide to *Creating Spatial Features and Resources*.

Localities/Administrative Areas

This facet enables the addition of Administrative areas such as Counties, Districts, Parishes and Unitary Authorities. When creating a spatial feature, once the feature is committed to the record the Localities/Administrative Areas will be automatically populated with the appropriate values.

Should it be necessary to move a spatial feature to a location where the assigned Localities/Administrative Areas are no longer correct, these may need to be edited manually.

To add administrative information manually:



The screenshot shows the 'New Resource' form with the 'Localities/Administrative Area Types' section active. The left sidebar has 'Localities/Administrative Area Types' selected. The main form has 'Area Type' and 'Currency' dropdown menus and an 'Add' button.

Insert the Area Name

Select an Area Type from the drop-down list

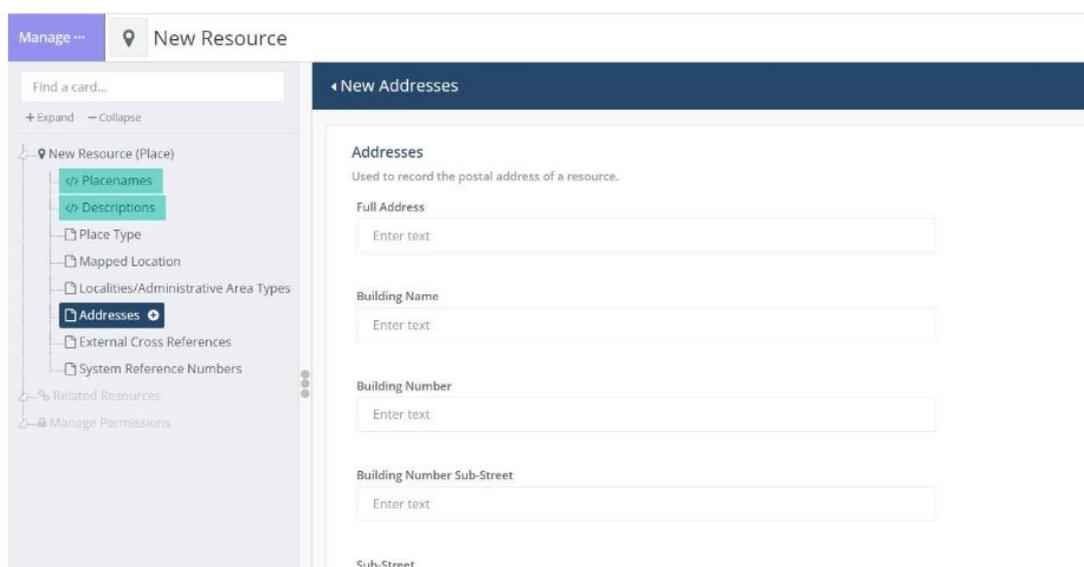
Select Add to commit the new data.

To add additional areas, select the Localities/Administrative Areas heading in the panel on the left of the screen.

Addresses

This is for the addition of address data. Each element is a free text field except for Address Status and Address Currency.

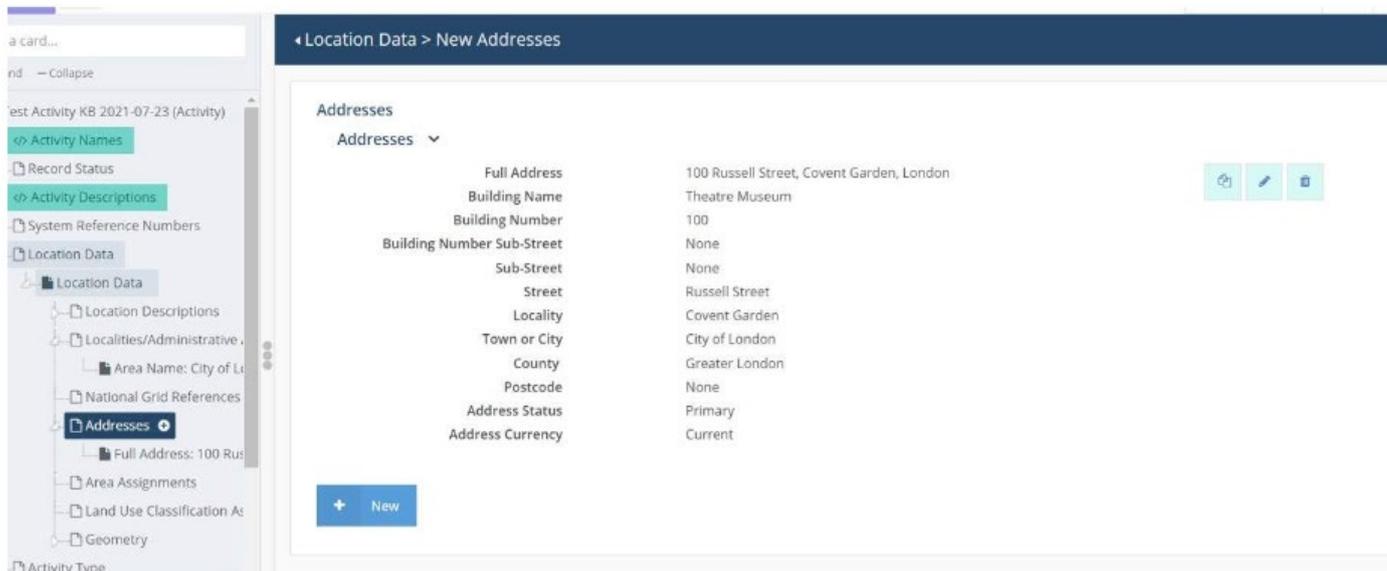
Insert data in the appropriate fields and select Add



The screenshot shows the 'New Resource' form with the 'Addresses' section active. The left sidebar has 'Addresses' selected. The main form has text input fields for 'Full Address', 'Building Name', 'Building Number', 'Building Number Sub-Street', and 'Sub-Street'.

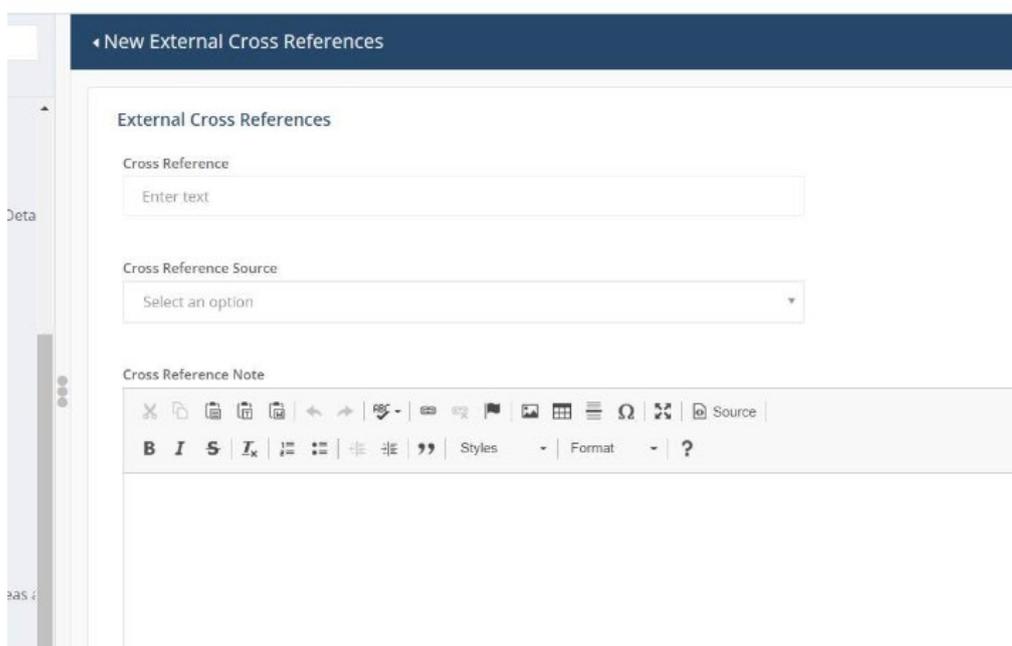
Note: location elements such as District, Parish, Unitary Authority etc. are recorded elsewhere in the Localities/Administrative Areas element of the Location Data Facet.

Former or historic addresses can be recorded (utilising the Former or Historic Currency setting) by re-selecting the Address facet title in the tree view on the left of the screen. This will open a summary of the address already entered with a **New** button below with which to open a new, empty Address card.



External Cross References

External Cross References are identifiers for corresponding records or information sources held by external bodies or organizations (for example, the UID for a record detailing the same site in a county HER).



Cross Reference: Insert the identifier, such as a number or alpha-numeric value.

Cross Reference Source: Insert the name of the information system or organisation that contains the cross reference (e.g. *AIP Record Number*) and select the entry from the drop-down list of matching values.

Cross Reference Note is a free-text node for recording any additional details or comments.

To provide a dynamic link to the cross reference itself the user can insert a text hyperlink and/or a URL for the cross reference source.

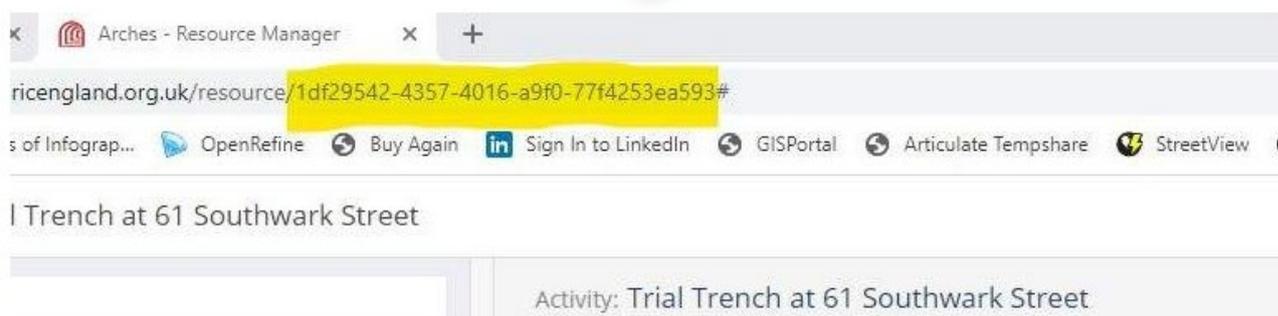
Link Text can be used to enter notes or descriptions relating to the linked source.

URL for link: Insert source URL and select *Add*.

Preview will display the URL as a live link that can be tested before committing it to the record.

System Reference Numbers

When you start to create a new resource, the URL displayed in the address bar at the top of the screen will include a UUID (Universal Unique Identifier). As soon as you begin saving data in the record this will be applied to the ResourceID node in the System Reference Numbers card.



← System Reference Numbers

System Reference Numbers

ResourceID

1df29542-4357-4016-a9f0-77f4253ea593

Legacy ID

ELO17872

Primary Reference Number

154305

Delete this record

Legacy IDs refer to identifiers, where relevant, as used for the same resource in previous systems and databases.

Primary Reference Number is an automatically generated, user-friendly identifier providing continuity with the ID scheme used in the legacy systems (applied in some but not all Arches instances). Contact your System Administrator for more information.